



OPERA COLORADO POSITION DESCRIPTION

Individual Giving Officer

Reports To: Director of Development

Type: FULL TIME

FLSA Classification: EXEMPT

THE COMPANY

Opera Colorado began out of a desire to establish a major production company that would deliver major operatic productions to our local audiences. Its first season in 1983 featured a roster of internationally acclaimed performers, including James McCracken and Plácido Domingo. The company continues to attract the highest level of talent for its grand opera performances for over four decades. Opera Colorado is a resident company at the Ellie Caulkins Opera House at the Denver Performing Arts Complex (DPAC) in downtown Denver, with its headquarters located in Englewood, CO. The company features its own local professional orchestra and chorus, and employs over 300 people during its production season, which spans September through May, and serves over 45,000 patrons annually through performances and programs. With an annual operating budget of approximately \$5.5M, Opera Colorado is committed to telling stories that excite and connect our community in meaningful ways.

WHO WE ARE

We believe that opera plays a vital role in enriching our community. Opera Colorado's staff is a dynamic team of creative individuals who are passionate about serving our community through the power of the arts. We create great art, foster trust, and support growth. Adventure, curiosity, creativity, and transparency fuel our team to excellence in all we do. We are committed to creating opportunities to connect and enrich our Colorado community through the powerful storytelling medium of opera, and we are committed to removing barriers to make opera accessible and welcoming to all.

OUR VISION AND VALUES

Opera Colorado aspires to build a family of opera lovers, who reflect the multi-cultural fabric of our community. Our work will tell the great stories of opera, past, present, and future, showcasing diverse talent and innovative approaches that serve as a model for our community and the industry at large. To advance our mission and vision, the Opera Colorado staff has identified a set of core values that aim to inform our organizational culture and decision-making.

- We strive to create an **Inclusive** environment—providing equal access to all opportunities within the company and creating an environment where everyone feels welcome and safe.
- We foster **Creativity** in every aspect of our work—from the originality of our productions, programs, and experiences, to the way we innovate and solve problems.
- We are **Tenacious** in forging new paths and overcoming challenges—we don't give up when the going gets tough!

- We are **Passionate** about opera, our patrons, and our colleagues—we celebrate our dedication to creating the most compelling opera experiences for the widest audiences.
- We approach our daily work with a high level of **Integrity**—focusing on respectful, professional, and transparent actions, treating others as we would hope to be treated, and creating a trusting work environment.
- We know **Humor** fosters camaraderie and friendship—allowing us to maintain a lighthearted perspective and helping us view stressful events as opportunities.
- We exist to serve our **Community**, and we also work collaboratively as a community of professionals—respecting our individual and collective talents and opinions, while building strong bonds between the company and our patrons.

POSITION OVERVIEW

Opera Colorado seeks a dynamic Individual Giving Officer to cultivate and manage a portfolio of individuals capable of providing substantial support for the company. Reporting to the Director of Development, this self-starting fundraiser will design and execute strategies to re-engage lapsed supporters, deepen relationships with current patrons, and cultivate high-capacity prospects to secure major gifts. The ideal candidate brings proven success in major-gifts fundraising, a track record of independently meeting ambitious goals, and a passion for Opera Colorado's mission.

DUTIES AND RESPONSIBILITIES

Strategy & Planning

- Develop and implement individualized solicitation strategies and moves management plans for portfolio donors.
- Support leadership and board members with their donor portfolios.
- Create and manage a year-round major donor engagement calendar.
- Set and evaluate goals for giving levels, retention, and engagement.
- Maintain comprehensive donor records to inform cultivation and stewardship.
- Provide regular progress reports to leadership and the board.

Fundraising Execution

- Build lasting relationships with major and legacy donors through consistent, personalized outreach.
- Identify and qualify new prospects using research and referrals.
- Lead major gift solicitations and support leadership & board fundraising.
- Oversee multi-channel donor communications, ensuring timely delivery.
- Produce compelling donor materials, including appeals, reports, newsletters, and acknowledgments.
- Ensure all donors receive prompt and meaningful thanks.

Data & Donor Management

- Manage gift entry, acknowledgments, and donor records in CRM (Tessitura), following accounting policies.
- Track tributes, planned gifts, and donor interactions, ensuring accurate follow-up.
- Reconcile donor data with finance monthly to maintain accurate reporting.

Collaboration & Growth

- Partner with staff, leadership, and board to advance long-term fundraising goals.
- Take on additional responsibilities as assigned.

IDEAL CANDIDATE

- Demonstrates commitment to diversity, equity, inclusion, and community-centered practices.
- Brings a strong track record of nonprofit frontline fundraising success, ideally in the arts, including experience with multi-year campaigns.
- Comfortable discussing philanthropy, with budgeting and grant management experience.
- Exercises sound judgment, discretion, and ethical standards in donor relations.
- Possesses outstanding interpersonal and communication skills, with the ability to engage donors, board members, volunteers, and staff.
- Provides thoughtful supervision and mentorship, while modeling empathy and clarity.
- Thrives in a fast-paced environment, balancing collaboration and independence.
- Highly organized and detail-oriented, adept at managing multiple priorities.
- Technically proficient with Microsoft Office and CRM platforms (Tessitura experience preferred).
- Models integrity, positivity, and adaptability, especially during change.

PREFERRED QUALIFICATIONS

- 5 years of professional experience in fundraising.
- Experience in legacy/planned giving and capital campaigns.
- Knowledge of opera repertoire and the opera industry.

SPECIAL REQUIREMENTS

- Ability to work frequent evenings and weekends.
- Significant local travel requiring a personal vehicle.
- Ability to lift 40 lbs. occasionally, with or without assistance.

COMPENSATION

The salary range for this position is \$70,000–\$75,000, commensurate with experience. Opera Colorado offers a generous benefits package that includes medical and supplemental insurance, retirement contributions, paid vacation, holidays, and sick leave. We are proud to be an equal opportunity employer and are committed to building a diverse, inclusive team that reflects a wide range of perspectives and experiences.

TO APPLY

Please submit a resume and a cover letter detailing your interest in the position [HERE](#).

Data show that women and BIPOC candidates are less likely to apply to a job if they don't feel they meet all the qualifications listed. Our job descriptions are general overviews, not a comprehensive list. If you feel passionate about our efforts and believe that you have the skills and experience to contribute to the growth of our organization, we want to hear from you.