

## OPERA COLORADO POSITION DESCRIPTION



### **TITLE: DEVELOPMENT AND EVENTS ASSISTANT**

Report to: Director of Development

FLSA Status: Non-Exempt

Employment Status: Full-Time

Supervisory Requirements: No

### **GENERAL POSITION DESCRIPTION:**

The Development and Events Assistant will be responsible for administrative support for the Development Department. S/he will manage the organization's gift acknowledgement process, benefit fulfillment effort, assist in maintaining an accurate donor database, and plan and execute development, marketing and education department events for the organization. S/he also will be the primary Development staff point person for Opera Colorado's two annual fundraising events.

### **RESPONSIBILITIES:**

- Work cooperatively with the Dir. of Development and Annual Fund Manager to execute Annual Fund activities including gift acknowledgement, recognition and stewardship, benefit fulfillment, and various board engagement activities.
- Clearly articulate the mission, vision and needs of Opera Colorado, as well as donor benefits and levels through written and verbal communications.
- Develop meaningful relationships with Opera Colorado donors, patrons and guests, and serve as a point of contact for OC donors.
- Assist the Annual Fund Manager with the identification of donors with capacity over \$500.
- Manage the gift acknowledgement process including thank you letters, reports and program book listings.
- Assist with execution of quarterly direct mail pieces.
- Maintain clear and detailed records in Tessitura donor and patron database.
- Schedule volunteers as necessary.
- Plan and execute donor cultivation and benefit events, as well as special events for the organization as assigned.

### **SPECIAL EVENT RESPONSIBILITIES:**

- Work as primary staff lead in cooperation with the Annual Fund Manager and the Committees of the Board of Directors, to plan and present fundraising, cultivation, and donor recognition events, including the annual black tie Gala and the Spring Tea.

**GENERAL INFORMATION:**

- Full-time position with salary and benefits including but not limited to medical, dental and vision insurance, and 401K retirement plan.
- Evening and weekend work required.
- Location: Englewood, CO
- Website: [operacolorado.org](http://operacolorado.org)

**PERSONAL CHARACTERISTICS:**

- A mission-driven individual with a belief in and commitment to Opera Colorado's mission and values;
- A good listener; comfortable receiving input from many sources; ability to analyze and formulate information into a sound, well-organized plan;
- Intrepid yet tactful; determined yet respectful of others' concerns; someone with flexibility and creativity to find multiple ways to reach objectives;
- A team player, confident and competent; strong skills in time management; ability to motivate and direct diverse groups of volunteers with different work styles;
- A hard worker with a high energy level; a "doer" with a willingness to work hands-on in developing and executing a variety of activities;
- Emotionally mature; with a sense of humor

**QUALIFICATIONS:**

- Bachelor's degree plus at least one year of administrative work experience.
- Working knowledge of MS Word, Excel, Outlook. Experience with Tessitura a plus.
- Task-oriented individual with excellent attention to detail and the ability to prioritize.
- Experience with customer-oriented work environments.
- Solid written and oral communication skills.
- Ability to work independently and make sound decisions.
- Strategic thinker with the ability to work independently and as part of a high performing cross-functional team.
- Demonstrated ability to work in an open, respectful, collaborative environment.

Please send cover letter and resume to [humanresources@operacolorado.org](mailto:humanresources@operacolorado.org). Deadline to apply is Friday, January 26, 2018. No Phone Calls Please.