

## DEVELOPMENT COORDINATOR

Application Deadline: Jul 25, 2021

Start Date: August 23, 2021

Salary from: \$40,000 - \$44,000

Province: Ontario

Region: Metro Toronto Area

City: Toronto

Employee Benefits: Health Benefits

Organization's Field/Discipline: The Arts

Job's focus: Administrative & Event-planning

Job Type: Full-Time

Career Level: Entry level

### Company Description

Opera Atelier is North America's premier period opera/ballet company, producing the opera, ballet and drama of the 17th, 18th, and 19th centuries. While drawing upon the aesthetics and ideals of the period, Opera Atelier goes beyond "reconstruction" and infuses each production with an inventive theatricality that resonates with modern audiences. Led by founding artistic directors Marshall Pynkoski and Jeannette Lajeunesse Zingg since 1985, Opera Atelier has garnered acclaim for its performances at home as well as in the United States, Europe and Asia.

### Job Description

#### The Role

As part of a period of growth, Opera Atelier is looking to add a Development Coordinator to our team. Reporting to the Director of Development and working with a collaborative administrative team, this entry-level position will be responsible for supporting various development activities including: donor cultivation, stewardship and fundraising events, in particular the annual Versailles Gala; Opera Atelier's membership campaigns including stewardship and direct marketing; maintenance of donor database; budgeting and reporting. Availability to work periodic evenings and weekends is required during main-stage production performances and patron events.

#### Responsibilities

- Coordinate and assist in donor cultivation, appreciation, and fundraising events with the objective of providing enhanced patron engagement
- Review monthly financial reports and work with Director of Development to maintain annual budget revisions
- Event management of the annual Versailles Gala - our major annual fundraising event - including planning, budgeting, leading committee meetings, and execution of the event

- Help to coordinate membership campaign, including direct marketing (list generation, mail-merges, letters)
- Coordinate stewardship and fulfillment for individual donors including acknowledgement letters, program recognition, tax receipts and record-keeping
- Steward donors and patrons to strengthen relations and contributions through ongoing and new initiatives, and communication
- Research, update and maintain support documentation for the Campaign for Creation prospects (Opera Atelier's 5-year \$10 million capital campaign)
- Maintain donor database and generate reports
- Research and report issues/trends related to fund development in business, economics and the charitable sector
- Research corporate and foundation prospects to support specific Opera Atelier programs
- Provide administrative support as required
- Other duties as required

### **Requirements**

- Self-starter with excellent interpersonal skills
- Solid communication (both written and verbal) and copy-editing skills, with the ability to interact effectively with internal and external stakeholders
- Reliable planning, organization, problem-solving and time management skills
- Ability to handle multiple projects and deadlines
- High proficiency with Microsoft Office, most importantly excel and word, including mail merges
- Proficiency with G Suite / Google Workplace
- Experience with CRM (OA uses Theatre Manager)
- Ability to learn quickly, take initiative, and to work both independently and as part of a team
- Exceptional attention to detail
- High degree of professionalism and discretion with confidential information
- Adaptable to a flexible work schedule, including some evening and weekends

### **Assets**

- Relevant post-secondary degree/diploma
- Fundraising experience preferred
- An understanding of tax receipting in Canada and knowledge of charity rules and regulations
- Passion for the Arts

### **Working Conditions**

During the COVID-19 pandemic, Opera Atelier has transitioned to a work from home model until such time that the provincial regulations allow for us to return to our office in Toronto safely. Please note that considerable time is spent at a desk, using a computer terminal.

Opera Atelier has a comprehensive COVID-19 Policy, created and enforced to ensure all employees and contractors are safe and accountable.

**To Apply**

Opera Atelier is an equal opportunity employer. If you are interested in joining our team, please send your resume and cover letter with the subject “Development Coordinator” to [recruitment@operaatelier.com](mailto:recruitment@operaatelier.com) by **July 25, 2021**. Please indicate in your application where you saw our job posting.

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Opera Atelier is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance at [devo@operaatelier.com](mailto:devo@operaatelier.com) or 416-703-3767 x228. We strive to provide reasonable accommodations whenever requested.

Opera Atelier would like to thank all applicants, however, please note that only those selected to participate in an interview will be contacted.