

OPERA ATELIER

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. Opera Atelier is dedicated to equity, diversity and inclusion, the education of youth and young artists, and offers a robust slate of education, enrichment and outreach opportunities to engage audience members of all ages.

Director of Development

We are seeking a dynamic, collaborative and inspiring leader to join our team as Director of Development for Opera Atelier reporting to the Executive Director and working with a collaborative administrative team. The Director of Development will develop the strategic vision for Opera Atelier and provide oversight to the planning and execution of fund development initiatives.

The successful candidate will balance strong business acumen with a passion for fundraising. Availability to work periodic evenings and weekends is required during main-stage production performances and patron events.

Key Responsibilities

- Plan, develop, manage and evaluate all aspects of a comprehensive fund development program including major gifts, direct mail, capital campaign, sponsorship, grant writing, planned giving and special events.
- Establish, coordinate, and execute strategic fundraising plans including measurable goals, and schedule of activities, and associated budgets with an emphasis on increased and sustained revenue.
- Foster the growth of best practices in gift processing, data management and donor communications, following CRA guidelines for gift acceptance, accounting, acknowledgement and donor management.
- Adopt a collaborative leadership approach promoting an organizational culture that places value on the contributions and insights of all members of the team.
- Establish and maintain good working relationships throughout the organization and with outside constituencies.
- Skillful creation of persuasive and compelling presentations of goals and objectives in order to secure gifts.
- Develop partnerships with external stakeholders by stewarding individual, corporate and philanthropic support.
- Stay abreast of changes or trends in fund development in order to inform and successfully advise senior management on strategic priorities.
- Steward donors and patrons to strengthen relations and contributions through ongoing and new initiatives, and communication.
- Manage Capital Campaign for Creation (Opera Atelier's 5-year \$10 million capital campaign).
- Manage and direct corporate and foundation prospects to support specific Opera Atelier programs.

Qualifications and Competencies

- Minimum 3 years of experience in a senior management role, preferably as a Director of Advancement. Experience managing staff and working with a Board of Directors.
- Undergraduate degree, or equivalent combination of education and experience in a related field. Preference will be given to those candidates with a Certified Fundraising Executive (CFRE) designation.

- Expert written and interpersonal communication skills.
- Demonstrated experience in identifying, securing and stewarding major gifts and sponsorships at the five and six figure level.
- Leadership experience, with accountability for budget, workforce management and stakeholder relations.
- Experience developing professional and effective working relationships with staff, volunteers, community members and funders.
- Demonstrate innovative and strategic thinking, and exceptional problem solving, analytical and organizational skills.
- Solid communication (both written and verbal) with the ability to interact effectively with internal and external stakeholders.
- High proficiency with Microsoft Office.
- Proficiency with G Suite / Google Workplace.
- Experience with CRM (OA uses Theatre Manager).
- High degree of professionalism and discretion with confidential information.
- Adaptable to a flexible work schedule, including some evenings and weekends.

Work Conditions

- Hybrid working arrangements (3 days in office environment)
- This position is generally Monday to Friday, 9am-5pm, but varies throughout the year as it includes some events and weekends
- Attendance and conducting of presentations
- Interaction with employees, management, and the public at large
- Operation of desktop computer and peripherals
- Extended periods of sitting
- Occasional overtime
- Employees may be asked to voluntarily provide their vaccination status

To Apply

Opera Atelier is an equal opportunity employer. **Please send your resume and cover letter in one PDF with the subject "Director of Development" to recruitment@operaatelier.com.** Applications submitted through any other platform or portal will not be considered. Please indicate in your application where you saw our job posting.

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 recruitment@operaatelier.com or 416-703-3767 x704. 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.

Salary & Benefits: Salary range: \$70,000.00 - \$100,000.00. Health Benefits following 3 month probation.

Application Deadline: open until filled

Start Date: October 17, 2022