



Development Associate

Reports to:	Director of Development
Classification:	Full-time (non-exempt)
Work Schedule:	Monday-Friday, 9am-5pm (<i>early mornings, evenings and weekends as needed</i>) Summer Schedule: Tuesday-Sunday during Festival Season (June-July)
Salary Range:	\$17.30 - \$19.71/hour (<i>depending on experience, benefits included</i>)
Location:	Administrative office at 4875 Ward Road, Wheat Ridge, CO (commuting to Central City during the summer festival and for other events as needed). <i>Due to COVID-19, this position is currently operating as a hybrid work-from-home/in-person position.</i>

POSITION SUMMARY:

Central City Opera (CCO) is seeking a Development Associate to further the advancement of our mission of Central City Opera by supporting all other positions in the development department. Daily tasks will involve processing donations, sending acknowledgement letters, updating the events calendar, running the logistics of fundraising events and managing receptions and the Donor Lounge during the Festival Season.

RESPONSIBILITIES INCLUDE:

- ◆ Assisting the Development Administrative Coordinator with daily gift entry into The Raiser's Edge and inputting information, action items and research
 - ◆ Monitor and update the Events Calendar and send event information to Office Admin for the All Staff Calendar
 - ◆ Respond to general events questions over the phone and in email
 - ◆ Work with the marketing department to make sure collateral and invitations have the correct information
 - ◆ Maintain expense tracking, RSVPs, dietary restrictions and any other special requirements when related to events
 - ◆ Assist with committee meetings across all departments as needed
 - ◆ Lead logistics on major events – Theatre of Dreams Gala, Yellow Rose Ball, Festival Season, Endowment Celebration, and the Plein Air Festival
 - ◆ Assist with implementation and coordination of the annual World is a Stage Trip for donors
 - ◆ Support on-site credit card processing and payment processing logistics at events
 - ◆ Perform additional administrative and development duties as needed
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QUALIFICATIONS:

- ◆ 3–4 years of previous customer service
- ◆ High school diploma or equivalent
- ◆ Strong computer skills, including Microsoft Office products (Outlook, Word, Excel)
- ◆ Efficient and courteous customer service skills through phone, email and in-person service
- ◆ Outstanding interpersonal verbal communications skills
- ◆ Attention to detail, analytical skills and problem-solving abilities
- ◆ Professional, positive attitude with the ability to work cooperatively with a broad range of individuals

Skills and Abilities:

- ◆ An appreciation for opera, music and the performing arts
- ◆ Patron-centric and customer service focused
- ◆ Experience working with caterers or bar service is an advantage
- ◆ Self-motivation and discipline to regularly set and achieve work goals
- ◆ Excellent organizational, interpersonal and networking skills with large groups as well as with individuals
- ◆ Ability to maintain a high level of poise and professionalism in all circumstances
- ◆ Ability to work collaboratively in a team setting
- ◆ Ability to work nights and weekends as needed as well as the summer schedule

BENEFITS

- ◆ A comprehensive benefits package including medical, dental, and vision coverage
- ◆ 100% paid life insurance and long-term disability insurance
- ◆ Generous paid time-off policy for flexible personal use and holidays
- ◆ 403(b) Retirement Plan with immediate eligibility to contribute

HOW TO APPLY:

Please send your resume and a cover letter to hr@centralcityopera.org.
Position available until filled.

EQUAL EMPLOYMENT OPPORTUNITY

It is and will continue to be the policy of Central City Opera that all persons are entitled to equal employment opportunity based on their individual qualifications, performance, and potential without regard for their race, color, sex, gender, marital status, sexual orientation, pregnancy, religion, age, national origin, ancestry, disability (physical, mental or sensory), medical condition, veteran status or genetic information, as required by state and federal law.