



Vice President of Development

Reports to:	President & CEO
Classification:	Full-time (exempt)
Work Schedule:	Monday–Friday, 9am–5pm (<i>early mornings, evenings and weekends as needed</i>)
Salary Range:	\$125,000 – \$150,000 annually (<i>depending on experience, benefits included</i>)
Location:	Administrative office at 4875 Ward Road, Wheat Ridge, CO (some commuting to Central City during the summer festival and for other events as needed – all mileage reimbursed).

POSITION SUMMARY:

The Vice President of Development is responsible for establishing and maintaining a personal portfolio of current and prospective principal donors, as well as managing top line objectives and assisting each area of development to achieve its goals, including the annual fund program, major gifts, planned giving, endowment, and special events.

The Vice President of Development will succeed and lead by example in a mission-driven working environment that balances the need and relevance of programs with the efficiency of best business practices, fiscal accountability, and institutional impact in keeping with the organization's values, mission, vision, and plans.

The Vice President of Development will plan, implement, oversee, and assess the Central City Opera House Association's (CCOHA) principal and foundation gifts in support of the organization's strategic vision and growth. Reporting to the President & CEO as a key member of the leadership team, the Vice President of Development will effectively represent the organization's development interests to constituencies, both internal and external, and will work in close collaboration with the President & CEO, the Board of Directors, and Development Staff to build a case for support. The Vice President of Development will establish and advance ambitious and challenging goals, develop and implement strategies to meet objectives, and measure effectiveness and performance to ensure that organizational results are attained. 2023 fundraising goals for the Vice President of Development include \$1M+ in Principal Gifts, management of the Institutional Giving goal of \$700,000, and collaboration with the President & CEO and Endowment Committee to complete the Voice Your Dreams Campaign by raising \$4.5M.

RESPONSIBILITIES INCLUDE:

Strategic Leadership and Comprehensive Implementation

- ◆ Develop long-term development strategies for annual fund, major gifts, planned giving, endowment, and special events with the President & CEO and Development Director
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- ◆ Lead, oversee, and implement an integrated fundraising plan to achieve and support initiatives contained within the strategic plan
- ◆ Develop and grow a balanced funding mix of donor sources and solicitation programs that attract, retain, and motivate donors in conjunction with the President & CEO and Development Director
- ◆ Identify, cultivate, solicit, and steward a personal portfolio of current and new funding sources and explore opportunities for additional individual, foundation, and corporate philanthropy. Manage the foundation and corporate philanthropy pipeline in conjunction with the Institutional Giving Officer
- ◆ Establish goals and metrics to evaluate implementation of strategy and tactics and evaluate the overall effectiveness of the development program
- ◆ Assess the team to ensure that the department is effectively structured and staffed and oversee performance measures and results
- ◆ Form deep relationships with individual donors, steward strategic alliances, and engage publicly with an array of stakeholders
- ◆ Expand the endowment and increase working capital reserves as part of building long-term financial stability for the organization
- ◆ Cultivate and maintain strong partnerships with the board, major donors, foundations, public agencies, and corporate funders to grow substantial contributed revenue opportunities
- ◆ Maintain a strategic knowledge of best practices and significant trends in philanthropy and adapt fundraising strategies as necessary
- ◆ Embrace other strategic leadership and comprehensive implementation responsibilities as needed

Board Engagement and Recruitment

- ◆ Provide fundraising leadership and support to the President & CEO and board members, including identifying their resource cultivation goals, implementing donor prospecting steps, and participating in asks, as appropriate
- ◆ Collaborate with the President & CEO and Nominating Committee Chair to identify, cultivate, and recruit prospective board members
- ◆ Speak credibly and persuasively about Central City Opera's vision for the future with current and prospective board members
- ◆ Advise board members, both individually and collectively, on best practices in community ambassadorship and donor cultivation
- ◆ Embrace other board engagement and recruitment responsibilities as needed

Team and Organizational Effectiveness

- ◆ Provide general oversight of development activities and monitor the adequacy of activities through coordination with the President & CEO, Development Staff, and Board Nominating Committee

EQUAL EMPLOYMENT OPPORTUNITY

CCO is committed to creating and sustaining an inclusive and equitable work environment. Equity, diversity, and inclusion are core values and we are currently working to expand our capacities in these areas with company-wide understanding that this is an ongoing process that must be embedded into the fabric of the organization. We encourage candidates who identify as BIPOC, LGBTQ+, otherwise-abled, and other underrepresented identities to apply. All applications will receive consideration for employment.

- ◆ Collaborate with the Marketing and Communications team to ensure consistent messaging and outreach strategies as they affect all development efforts
- ◆ Partner with the Controller to ensure sound fiscal operation of the development function, including timely, accurate, and comprehensive budgeting, monitoring, forecasting, and reporting of charitable contributions and department expenses
- ◆ Coach, inspire, and motivate a strong development team to better communicate with and represent the community that Central City Opera serves. Commitment to CCO's DEI objectives
- ◆ Facilitate professional development and maintain a culture where diversity and inclusion are celebrated in achieving common goals
- ◆ Embrace other team and organizational effectiveness responsibilities as needed

TRAITS AND CHARACTERISTICS:

A goal- and results-oriented leader with extraordinary interpersonal skills, the Vice President of Development will listen, observe, and gain understanding into the motivations of others. An effective communicator who shows sensitivity to a diversity of people and perspectives, the Vice President of Development will be an authentic relationship builder with the ability to think both analytically and creatively. The Vice President of Development will be a compelling and charismatic leader who can inspire donors and move team members forward with a keen sense of humor and joy in their interactions with people from all racial, political, socioeconomic, and cultural backgrounds.

Other key competencies include:

- ◆ **Leadership and Teamwork** – The ability to inspire, build trust, and create a sense of purpose and direction while tactfully handling challenging and sensitive issues
- ◆ **Professional Accountability and Interpersonal Skills** – The capacity to accept responsibility for actions and results, reevaluate, and develop long-term relationships with people across the organization and throughout the community
- ◆ **Planning, Organizing, and Goal Orientation** – The dexterity to adapt quickly when dealing with unpredictable situations while establishing and meeting specific, measurable, attainable, reviewable, and time-sensitive goals
- ◆ **Time and Priority Management** – The flexibility to prioritize and complete tasks in order to deliver desired outcomes, effectively managing difficulties and delays to complete tasks on time while creating an environment that is conducive to effectiveness

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QUALIFICATIONS:

- ◆ Minimum of 10 years of previous senior management experience required
- ◆ Experience in developing new revenue sources
- ◆ Experience in building and strengthening relationships
- ◆ A track record of success in principal gift fundraising required
- ◆ Certified Fundraising Executive designation is preferred
- ◆ Outstanding interpersonal written and 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 and fluency in talking about opera, music and the performing arts
- ◆ Patron-centric and customer service focused
- ◆ Detail-oriented and able to handle several tasks simultaneously
- ◆ Strong organizational and analytical skills
- ◆ Outstanding interpersonal skills with the ability to function in a collaborative environment while also working independently
- ◆ Must be amenable to fluctuating work schedule during busy periods, including the summer festival
- ◆ Evening and weekend work and driving to Central City and other event locations required
- ◆ Bi-lingual candidates encouraged
- ◆ Valid Driver's License

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

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