

Job: Event Coordinator & Donor Relations

Edmonton Opera • Full-Time
www.edmontonopera.com
Edmonton, AB

Job Title: Event Coordinator & Donor Relations
Department: Development
Reports To: Director of Fund Development

SUMMARY

The Event Coordinator & Donor Relations person is responsible for the management and coordination of all events for Edmonton Opera. Additionally, this position will assist in identifying, cultivating, soliciting, and providing stewardship to donors and prospects to increase their annual support to EO; particular emphasis will be on increasing the number of donors who give up to \$10,000 annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support solicitation and stewardship activities for all donations under \$10,000, including coordinating new donor packages, matching gifts, thank you calls, and other duties.
- Cultivate and solicit a portfolio of annual giving and campaign prospects and donors, according to the Annual Giving Plan.
- Create and manage direct mail, renewal and acquisition programs, and collaborate with marketing department as needed.
- Work with Development team to develop activities and events for member-level donors. Includes benefits administration.
- Coordinate and manage annual events such as Valentines Gala, Opera al Fresco, Opera 101, VIP Dress Rehearsal, Opera Pre-talks, Opera Brunch, Pre performance and Intermission Receptions, Opening Night Post Reception.
- Manage vendor relationships
- Assist with staffing of events as assigned.

ESSENTIAL JOB REQUIREMENTS

Annual Giving experience and Event management required. Must have a thorough understanding and ability to use Windows based Microsoft office programs. Experience with Tessitura, is a plus. Excellent organizational, analytical, verbal and written communication skills are needed. Some evening and weekend work required.

SPECIAL JOB CHARACTERISTICS

Applicant must be able to work some evenings and weekends. Proven ability to work under pressure, meet aggressive deadlines and make effective decisions. Flexible schedule, self-motivated and team player. Knowledge of opera is an asset. A passion for the performing arts is essential.

Please direct inquiries and forward a cover letter, resume and references to:

Gwen Horvath
Director of Fund Development
15230 128 Ave NW Edmonton, AB T5V 1A8
Email: gwen.horvath@edmontonopera.com
RESUMES ACCEPTED UNTIL POSITION IS FILLED.