



August 2021

Title: Development Associate (DA)

Classification: Part-time, non-exempt

Reports to: Development Director (DD)

Job Summary:

A member of Opera Parallèle's (OP) administrative staff team and working directly with the DD, General Director (GD), Managing Director (MD), Artistic and Community Manager and Marketing Manager, the DA plays an important role in supporting the organization's development infrastructure to enable OP to effectively steward donor and audience relations.

About the Organization:

Based in San Francisco, Opera Parallèle (OP) is an award-winning professional, non-profit organization that develops and performs contemporary opera. Established in 2010, OP commissions re-orchestrations of contemporary grand opera, to give a sense of intimacy to its productions and to give an afterlife to contemporary works. These works provide a platform to bring together new audiences and emerging talent through workshops, seminars, readings of new works, and educational outreach programs. OP is on a rapid growth trajectory with increased national visibility and a current organizational budget of just over \$1M. OP is governed by a 15-member, and growing, Board of Directors.

Key responsibilities include:

- Responsible for maintenance of OP's patron database, gift entry, and the generation of acknowledgement letters to donors, foundations, and corporations. Ensuring timely receipt of acknowledgement letters and a high level of data hygiene in the database.
- Assist with all fundraising and donor cultivation initiatives - generating donor lists and dossiers for events and campaigns.
- Liaise with the OP Board and Development Committee.
- Generate monthly donor reports and with the DD provide analysis of reports and donor trends to other staff and committees.

Administration/event support

- Provide support to the Director of Development and Managing Director for Donor and Fundraising events including an Annual Gala.

- Maintain accurate documentation of development campaigns, goals and processes.
- Assist in coordinating correspondence (thank you notes/meetings) with prospective donors for the DD, GD and MD.
- Assist with all Board of Directors' and some Committee meetings (i.e. schedule, take notes/minutes).
- General office maintenance (ordering supplies).
- Maintain master staff calendar and track notes/updates at staff meetings.
- Answer OP office calls and inquiries.

Qualifications:

- High proficiency with CRM software - OP uses Donor Snap (or comparable fundraising software), Excel, Dropbox, and Google Suite.
- Experience with handling the integrity of mailing lists, report generation, and mail merge.
- Strong analytical skills and problem/conflict resolution skills.
- Strong interpersonal, verbal/written communication skills.
- Highly organized with strong attention to detail.
- Ability to independently multi-task within a fast-paced environment and a proven self-starter.
- Ability, on occasion, to work during the evening and weekends during Opera Parallèle performances and events.
- Interest and basic knowledge of classical music, preferably opera.
- A collaborative spirit.
- Sense of humor a plus!
- Flexible schedule.

Equal Opportunity Employer

Opera Parallèle is an equal opportunity employer. People of color, women, persons with disabilities, and persons in the LGBTQ+ community are highly encouraged to apply. Opera Parallèle maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital or parental status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, medical condition (including HIV or AIDS status), perceived physical disability, veteran status, or any other basis prohibited by statute.

**To Apply**

Send your CV and a one-page cover letter explaining your interest and why you are a great fit for this position to [info@operaparallele.org](mailto:info@operaparallele.org).