



April 2022

Overview

Job Title: Development Associate

Classification: Part-time, non-exempt

Compensation: \$24 per hour, for 25 hours per week (see below for more information about total compensation)

Location: Hybrid remote/in-person (see below for information about physical requirements)

Expected Start Date: As soon as possible

Reports to: Development Director

The Opportunity

Do you enjoy working with other creative people and are you looking to explore fundraising as a career, even if “CRM” and “mail merges” aren't on your resume yet? We are looking for a highly organized individual to support the Opera Parallèle administrative staff team. The Development Associate will work directly with the Development Director and all of our administrative staff, and has an important role in supporting the organization's administrative and fundraising capabilities. Your work enables OP to effectively steward and grow donor and audience relationships. In turn, we'd love to help you grow the skills, experiences, and connections you're looking for to advance your career.

Who We Are

Based in San Francisco, Opera Parallèle (OP) is an award-winning, female- and artist-led contemporary opera company. Collaboration is in our DNA, as well as a drive to create and keep opera relevant and accessible for our diverse modern world.

Since 2010, Opera Parallèle has become one of the foremost presenters of new opera in the country. A dedication to current issues, 20th- and 21st-century composers, immersive opera experiences, and hands-on, intergenerational community engagement puts OP at the vanguard of making opera meaningful for today's audiences. OP is on a growth trajectory, with increasing national visibility and a current organizational budget of about \$1 million. OP is governed by a 17-member Board of Directors passionate about innovation in the arts.

OP's core expertise is in staging new opera and creating chamber (slimmed-down) orchestrations of larger operas adaptable to many venues, giving many works an afterlife and accessibility beyond their initial run. OP enjoys close relationships with creators and producing partners working in opera, the performing arts, and visual art, and is often sought by today's top composers to develop the chamber premiere of operas they debuted at top international houses.

OP is committed to being an inclusive work environment through diversity of people, ideas, talents, and experiences. We are committed to providing a culturally safe workplace, and we recognize that this looks different for everyone. We will work with existing staff and new hires to identify and ensure respect for cultural safety needs and develop opportunities for all staff and artists to connect, engage, and thrive. OP is actively working on increasing fluency in equity ideas and practices, and is participating in ongoing organization-wide assessment and training in equity, diversity, and inclusion. We welcome open dialogue about how we can continually improve our support for our community in all aspects of our work.

If you haven't already, please visit our [about us page](#) to learn more about who we are, what we do, and the values we embrace.

Who We're Looking For

This section describes the skills and experience that are most important to this position. We realize not everyone will be equally strong in all of these areas. We also know you can bring strengths and talents beyond what we've described. If you are excited about this role and OP's mission, we welcome your application!

- Highly organized with strong attention to detail
- Warm interpersonal communication, in writing and in speaking
- High drive to ask questions, learn, and follow through
- Regular user of Google Suite (Google Docs, Sheets, Drive, etc.) or Microsoft Office
- Comfortable with data entry (knowledge of CRMs like DonorSnap or related, and Excel, a plus)
- Experience with mailing lists, report generation, and mail merge not required, but a plus
- Comfort with self-starting within a fast-paced environment
- Interest in and basic knowledge of classical music, especially opera
- Respect for diverse backgrounds and voices and a commitment to inclusion, accessibility, and equity
- A collaborative spirit
- Sense of humor a plus!

Job Responsibilities

Development Support

- Maintaining OP's patron database: processing gifts, keeping contact information up to date, and entering other interactions into donor records with consistency and attention to detail
- Generating timely acknowledgement letters to donors, foundations, and corporations
- Accurately documenting development campaigns, goals, and processes
- Preparing fundraising and patron/donor reports, lists, and data for meetings/events/campaigns
- Supporting OP's Board and its Development Committee: scheduling meetings, preparing advance materials, taking meeting notes/minutes
- Assisting with all donor activities, including an annual fundraiser and other events as needed
- Coordinating correspondence (thank you notes/meetings) with prospective donors for Directors

General Office Administration

- Supporting overall office maintenance (e.g., ordering supplies)
- Maintaining OP's main organizational calendar and tracking notes/updates at staff meetings
- Answering OP office calls and inquiries and assisting with other fundraising administration as needed

These tasks represent baseline responsibilities for this position. As OP grows, there may be opportunities (and sometimes the need to) add new responsibilities and areas of work. We are a small (but growing!) staff, so an openness to supporting other areas of work is essential for every member of our team.

Location, Schedule, and Physical Requirements

- OP's administrative offices are located on the fourth floor of 44 Page Street in San Francisco, close to public transportation (BART and MUNI) and accessible by one set of stairs and one elevator.
- The OP administrative workday is generally Monday to Friday, 10 a.m. to 6 p.m. We're happy to accommodate a partial remote work schedule but prefer a candidate who can work in our office at least once a week to process gifts and check in with their supervisor, as well as be present on weekends and evenings for events and performance support, as needed.

- This position requires the ability to sit at a computer, speak, and type for extended periods of time. Duties of this role may also include lifting, bending, and pulling furniture to set up, configure, and break down event spaces.

Equal Opportunity Employer

Opera Parallèle is committed to providing equal employment opportunities to all qualified applicants and 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, ethnicity, national origin, religion, gender identity and/or expression, sexual orientation, age, marital or parental status, pregnancy, disability, medical condition (including HIV or AIDS status), genetic information or characteristics (or those of a family member), veteran status, or any other basis prohibited by applicable law.

We value a strong, diverse team, and women, trans- and gender-nonconforming folks, queer people, BIPOC (Black, Indigenous, People of Color), and individuals with disabilities are strongly encouraged to apply. We acknowledge this list is incomplete and encourage you to apply if your lived experience informs your desire to support our commitment to telling diverse, relevant stories through contemporary opera.

Compensation and Benefits

This position is part-time, 25 hours per week, and non-exempt. There is a possibility that this position may be expanded to full time, to add responsibilities supporting the Marketing Manager in addition to the Development Director. The hourly rate for this position is \$24 per hour.

This position also includes the following benefits:

- Health care allowance of \$200 per month
- Flexible work schedule
- Paid sick leave accrued at the rate of 1 hour earned per 30 hours worked (up to a maximum total of 72 hours) in accordance with the San Francisco Paid Sick Leave Ordinance
- Funds for professional development opportunities

To Apply: Send your resume and a one-page cover letter explaining your interest and why you are a great fit for this position to employment@operaparallele.org, with "Development Associate" in the subject header. Due to the volume of applicants, only candidates who will be invited to interview will be contacted. Position is open until filled.