



JOB DESCRIPTION

Calgary Opera's Vision: *Calgary Opera engages our entire community with innovative and inspiring operas in a multitude of forms and venues, and through educational activities and the training of young Canadian artists, while developing our people and managing our operations in a fiscally sound and efficient manner.*

Calgary Opera's Mission: *Calgary Opera aspires to be a leader in the opera field, known for its intensive collaboration with arts organizations of all sizes, a thoughtful balance of traditional classics and more alternative works, and a mix of larger-scale and smaller artistic projects. The company will rely on a network of diverse sources to recruit artistic and operational talent, with a strong commitment to develop and showcase top Canadian talent.*

Title: Capital Campaign Officer

Department: Fund Development

Reports to: Director of Fund Development

Calgary Opera and Calgary Stampede have embarked on a unique partnership to create a new multi-functional cultural space, currently named the Calgary Opera Community Arts Centre, at the corner of 12th Avenue and 5th Street S.E., as part of the growing Calgary Stampede Youth Campus. This building will become the new home base of the Calgary Opera. It has been designed to facilitate exciting opportunities for both organizations to effectively move beyond their traditional sector borders, to connect with a wider base of Calgarians.

The 45,000 square foot creative hub will feature a flexible 400 seat performance hall with pit/rehearsal space, practice studios, meeting rooms, classrooms as well as an additional rehearsal space. Other important features include production shops for building sets, prop making and costume creation as well as administrative areas.

To-date, Calgary Opera has received strong support and initial funding commitments for this shared community resource. These funds were sufficient to complete the detailed tender-ready design documents. Beyond the designation of land by Calgary Stampede, Calgary Opera has received financial support from two levels of government and is making applications for additional funding from both the federal level and through provincial channels. Calgary Opera requires ongoing management of the key elements of both the public and private donor campaigns.

Capital Campaign Manager Job Description

The successful candidate will support Calgary Opera's Capital Campaign initiative in accordance with set performance targets, in collaboration with other Development Department initiatives. The successful candidate must be imaginative, cooperative, highly self-motivated, and possess outstanding inter-personal skills. Knowledge of opera is desirable, but not necessary; a passion for the performing arts is essential. Some nights and weekends required, particularly during performance and events season.

Duties and Responsibilities

- Provide support to Capital Campaign Cabinet Chair, cabinet members, Board Members and Opera Staff, coordinating materials and meetings regarding the campaign, as required
- Help ensure solid strategic working relationships with Calgary Stampede and members of the Calgary Stampede Youth Campus
- Function as primary contact for all three levels of government associated with campaign funding
- Coordinate (and attend when required) meetings with government officials (City, Province and Government, community associations, WSP, City of Calgary Culture Branch, Alberta Culture & Tourism, etc.)
- Assist with strategic planning and prepare briefing notes and other accompanying materials for meetings with funding prospects and government officials
- Maintain relationship with CADA (Calgary Arts Development Authority) and other local cultural spaces specialists
- Work with Calgary Opera Director of Finance to maintain accurate campaign records and reporting
- Oversee Standards of Giving, naming opportunities and sponsorship compliance
- Research and manage prospect lists for all campaign division levels
- Track meeting activity, acknowledgements/confirmations/ pledges and gifts
- Coordinate prospect lists for regular review by Cabinet
- Prepare monthly report for Calgary Opera management, to be shared with Calgary Opera Board of Directors
- Represent campaign and building project at opera events and other public events
- Strategize, plan and manage public component of campaign

Qualifications

- Minimum Bachelor's degree
- At least five years' experience, preferably in the individual gift patron programs, along with knowledge of direct response individual campaigns
- Excellent written, oral and interpersonal skills
- Experience with database management

Compensation

- Competitive, based on qualifications and experience
- Benefits, including holiday, flexible leave days, health benefits, opera tickets, and RRSP match