Reporting to the Associate Director of Development, the Donor Communications Coordinator is an integral part of The Dallas Opera’s (TDO) fundraising team. The Donor Communications Coordinator will plan and create compelling fundraising messaging, emails, web content, social media, and other materials to solicit, cultivate, and steward prospects and donors.

The Coordinator will create a donor communications plan, inspiring donors, and prospects to understand the impact of their giving to The Dallas Opera. Key responsibilities include ghostwriting for multiple voices, and drafting and editing for numerous digital and print platforms. The ideal candidate must be collaborative across the organization and manage multiple projects and deadlines and work within an email platform, donor database and web content management systems.

**Responsibilities:**

- Use various platforms and formats, including email, direct mail, and social media, to solicit, and steward prospects and donors to support various donor groups, Friends, Bravo, Hart Institute for Women Conductors, or other priorities
- Meet or exceed annual revenue goals
- Develop, lead, implement, and assess the monthly, calendar year-end, and fiscal year-end fundraising appeals. Track results, apply lessons learned to next steps and new projects, and demonstrate an understanding of email analytics, list management and importing of data from external sources
- Identify donors with the potential or propensity to cultivate for higher giving levels
- Collaborate cross-departmentally (with artistic, education, finance, marketing, and other departments as needed) to generate compelling cases for support and donor impact stories
- Manage Friends level donor benefits, annually assessing donor to measure effectiveness and advance future planning
- Manage content and production of the Annual Impact Report
- Attend Dallas Opera performances and events to support fundraising efforts and staff. Assist with other in-person fundraising or donor stewardship activities as needed
- Other duties as requested

**Traits and Characteristics:**

- Exhibit exceptional communication skills to communicate effectively with a diverse group of people, including donors, patrons, volunteers, and colleagues
- Demonstrate attention to detail and accuracy. Possess outstanding editorial skills, including the ability to distill a story to its key components while adhering to proper use of language and punctuation
- Manage projects from concept to completion, including coordinating people, deadlines, and analytics to deliver consistently impactful products
- Possess ability to balance short and long-term priorities
- Adapt quickly to changes in work environment and duties, processes, and technologies.
- Demonstrate superior ability to work as part of a team
Skills and Knowledge:
- Exceptional communication skills – written, verbal and interpersonal
- Strong writing and editing skills required
- Passion for opera or the arts preferred
- Well-versed in databases with knowledge of Tessitura or another CRM a plus
- Experience in writing documents, articles, appeals and marketing collateral
- Must be comfortable working in all aspects of Microsoft office software and Google Suite. Previous working knowledge with email platforms and content management systems is a plus
- Basic graphic editing skills considered a bonus, but not necessary

Other Considerations:

Compensation
- Competitive salary
  Benefits include health, vision, and dental insurance, vacation time, no-cost parking, and professional development opportunities to increase knowledge-base and employee retention.

Education
- Bachelor’s degree in communications, marketing or public relations preferred

Experience
- 1-2 years in direct marketing, communications or a related area

Location
- Dallas, Texas

Website
- dallasopera.org

Travel
- None

The Dallas Opera values diversity in the workplace and is committed to creating an equitable and inclusive work environment where employees are treated with dignity and respect. The Dallas Opera is an equal opportunity employer and maintains a policy of non-discrimination with all employees and applicants for employment. This position will remain open until a diverse and qualified pool of candidates has been identified. Applications from populations underrepresented in the arts are strongly encouraged to apply.

To apply, please send a cover letter no longer than two pages and resume to recruitment@dallasopera.org, using the subject line “Donor Communications Coordinator” Please send PDF file only.

No phone calls please.