



JOB TITLE	Advancement Coordinator
REPORTS TO	Director of Advancement
START DATE	September 2025
FLSA STATUS	Full-time, Exempt

About Kentucky Opera

Kentucky Opera is a vital component of the cultural health of our region, contributing to a compassionate, open minded, and vibrant community. We spark discovery, joy, and connection among varied and diverse communities throughout the Commonwealth with the shared experience of opera. Kentucky Opera performs in The Kentucky Opera Center for Cultural Health. Youth and Community programs are central to the company's mission and purpose.

Scope & Principal Accountabilities

As we kick off our 2025-2026 season, Kentucky Opera seeks an Advancement Coordinator to manage and support multiple projects and deliverables for fundraising and donor services. The Advancement Coordinator collaborates closely with marketing, artistic, and production team members to achieve philanthropic goals. They assist the Director of Advancement in relationship management with key constituencies, including major donors and the Board of Trustees. For the successful candidate, this role will grow according to their strengths and the goals of the company. The role will focus on fundraising and development projects but also support and sometimes manage marketing initiatives.

The Advancement Coordinator is a key member of the 5-person advancement team, supporting annual giving and ticket sales, donor and audience member engagement, and special campaigns. This position plays a vital role in sustaining and growing the company's patron base, deepening and broadening relationships to increase revenue generation results in support of Kentucky Opera's mission.

Essential Functions

Fundraising, Patron Engagement, and Communications (60%)

- Collaborate on the design and delivery of donor communications, appeals, and campaign materials. Serve as point person with direct mail vendors.
- Partner with Communications Coordinator and Patron Services Manager to ensure appropriate fundraising messages are included in online, written, and verbal communications.
- Collaborate with Director of Advancement on donor research
- Serve as donor analysis lead with Director of Advancement's partnership using the [Association of Fundraising Professionals' Fundraising Fitness Test](#) to assess and develop strategies designed to realize the current and lifetime giving potential of individuals
- Produce the performance program, the Opera Bill, including communications with the graphic designer, gathering content and data for each production bill, and finding advertisers.
- Lead donor communications including gift acknowledgements, giving campaigns, event invitations, and scheduling.
- Support Director of Advancement in strategy development, season planning, and budget projections and management.

Stewardship & Events (15%)

- Implement patron recognition and stewardship activities, including special events, receptions, and backstage experiences in partnership with the Patron Services Manager.
- Ensure accurate and timely acknowledgement of gifts and donor recognition in print and online materials.
- Support cultivation, solicitation, and stewardship of major donors (\$2,500+) to include tracking and updating donor contact logs, coordinating internal and external meetings, alerting Director of Advancement and updating databases when gifts arrive
- Coordinate with artistic and production teams to implement unique engagement opportunities for supporters.

Corporate & Foundation Relations (10%)

- Assist in developing sponsorship proposals and partnership packages partnering with grant writer as needed.
- Identify new corporate and foundation prospects and support grant writing and reporting efforts as needed.

Database Management & Reporting (15%)

- Maintain accurate donor records and documentation in the CRM (Tessitura), including proposal tracking, contact reports, donor strategies, and forecasting

- Generate reports and track fundraising progress toward annual goals.
- Support prospect research efforts and ensure data integrity.
- Duties and responsibilities may evolve based on organizational needs and priorities.

THIS POSITION IS A GOOD FIT FOR SOMEONE WHO

- Has a passion for the role that the performing arts can play within a community.
- Outstanding communication, interpersonal, and organizational skills.
- Models integrity, openness, and trust
- Exudes a positive attitude.
- Displays initiative, diligence and follow through.
- Enjoys their work as a team player, while balancing work independently and as a self-starter in a collaborative environment.
- Possesses computer literacy and broad experience with Microsoft Office, Tessitura, other fundraising and marketing technologies and integrated database systems.

REQUIRED QUALIFICATIONS:

- One year customer service experience; retail, food & beverage, and arts management internships qualify
- Highly effective inter-personal and communication skills
- Demonstrated attention to details and accountability
- Proficiency in Microsoft Word, Excel, PowerPoint, and Teams
- Ability to work collaboratively, proactively, and in a professional, service-oriented manner with all staff to further the mission of Kentucky Opera

PREFERRED QUALIFICATIONS:

- Experience with customer relationship management software or Tessitura.
- Direct fundraising or sales experience.
- Knowledge of and/or experience in the arts community in and around Louisville, KY.

KENTUCKY OPERA IS WILLING TO TEACH

- Intricacies of opera as a collaborative artform
- Kentucky Opera policies and procedures
- Kentucky Opera's CRM (Tessitura) database policies and procedures

SPECIAL REQUIREMENTS

- Ability to work some nights and weekends
- This position requires some local travel not accessible by public transportation, requiring use of a personal vehicle.
- Position requires the ability to lift 40lbs. Or more on an occasional basis – with or without assistance.

COMPENSATION

Salary range is \$35,000 - \$45,000 commensurate with experience plus benefits. Kentucky Opera offers a generous benefit package, including medical insurance, as well as paid vacation, holidays, and sick leave.

TO APPLY

Please submit a cover letter and resume to Sarah Bushman, Director of Advancement at Development@kyopera.org. Applications will be reviewed on a rolling basis until the position is filled.