



Advancement Associate

Reports to: Advancement Manager

Status: Full-time, non-exempt

Hourly rate: \$22-24, compensation is commensurate with experience.

Lebanon Opera House offers a competitive benefits package, including paid time off, full medical and dental insurance.

Submission Deadline: Friday, May 23, 2025

POSITION OVERVIEW

Lebanon Opera House (LOH) is a dynamic nonprofit organization which connects artists and audiences, making it possible for all to experience the transformative power of the performing arts.

Following its centennial season and the successful LOH@100 capital campaign, Lebanon Opera House seeks to add an experienced professional to support an ambitious, strategic, and dynamic Advancement Team. The Advancement Associate will support fundraising and marketing initiatives, helping drive our non-profit's growth and sustainability.

This position offers an opportunity to build meaningful relationships, support fundraising and communications initiatives, and assist with event planning. We seek candidates who value relationships, are detail-oriented, proactive, and eager to engage in meaningful work.

KEY RESPONSIBILITIES

- Assists with all aspects of LOH corporate partner program (currently ~100 local businesses), including oversight of solicitations, benefits fulfillment, donor stewardship, and related administrative tasks.
- Leads the creation of the annual season playbill, including project management, liaising with Creative Agency, collecting ads from sponsors, and liaising with Print Agency to ensure a high-quality and on-time deliverable.
- Collaborates closely with Donor Relations Manager, assisting with individual fundraising initiatives, including drafting copy for bi-annual fundraising campaigns, developing project timelines, coordinating mailings, and tracking donations.
- Assists in donor relations and stewardship activities, including donor acknowledgment letters and correspondence, creation and maintenance of key donor/patron database, fulfillment of special touch moments on show nights, and more.
- Plays a supporting role in all donor-related events.
- Maintains donor database and ensures accurate record-keeping by updating files, entering gifts, running reports, and more.

POSITION REQUIREMENTS

- 2-3 years' professional experience; fundraising preferred.
- Excellent interpersonal and relationship-building abilities.
- Demonstrated strength and enjoyment in writing and communication.

- Exceptional organizational skills and attention to detail.
- Ability to manage multiple projects simultaneously and demonstrated ability to meet deadlines and goals.
- Ability to work independently and in team settings.
- Passion for the performing arts and commitment to the values of LOH.

ABOUT LEBANON OPERA HOUSE

Lebanon Opera House (LOH) is prominently situated on the Colburn Park green in historic downtown Lebanon, NH. Since 1924, LOH has served as one of the cultural cornerstones of the Upper Valley region as a vaudeville theater, movie house, community gathering place, and town hall.

Now, as a thriving year-round presenter of 100+ high-quality performances in music, dance, theater, and film our doors are open to more than 26,000 patrons who experience the transformative power of the arts each season. The scope of our work is even more impressive when you consider that LOH is an independent nonprofit organization that receives no direct funding from the City of Lebanon.

Although deeply rooted in the Lebanon community, LOH's mission is to serve as a unifying catalyst for community engagement in the performing arts — for people of all ages — throughout the region. What sets LOH apart from other regional arts presenters is its inclusive, community-forward approach.

We are the Upper Valley's stage: a home for organizations that lack a performance space of their own and a favorite stop for many national touring artists. Each season, a dozen community arts groups (including City Center Ballet, North Country Community Theatre, and Upper Valley Music Center) and students in the Lebanon School District set up residence on our stage. Our house becomes their home, and all artists, regardless of age or experience level, have the opportunity to perform on a professional stage with expert technicians and quality equipment.



LOH is an Equal Employment Opportunity (EEO) organization and does not discriminate on the basis of race, religion, sexuality, gender identity, age, veteran or disability status, etc. LOH is a recovery-friendly workplace.