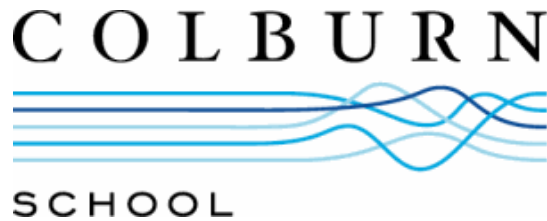




CAMPAIGN OPERATIONS DIRECTOR

[COLBURN SCHOOL](#)

Location – Remote



The Aspen Leadership Group is proud to partner with Colburn School in the search for a Campaign Operations Director.

The Campaign Operations Director will create and manage capital campaign activities related to the Colburn School's new Frank Gehry-designed Colburn Center project. In pursuit of campaign fundraising goals, the Campaign Operations Director will oversee campaign fundraising strategies and special projects, including campaign messaging, tracking, and reporting; seat naming; groundbreaking and building opening activities; and donor engagement—as well as lead these fundraising activities for other advancement officers and for School executive leadership. The Campaign Operations Director's responsibilities will include prospecting (individual, corporate, endowment, and planned gifts), and may involve managing a portfolio of donors who contribute to the special campaigns—as well as helping to build the School's annual giving, endowment, and planned giving programs through campaign donor engagement. This is a three-year renewable position with exciting opportunities for future growth.

The Colburn School provides access to quality instruction for anyone who possesses a passion for music, dance, and drama, so they may further explore their interests and continue developing their talents. Colburn's renowned faculty guide students through classes appropriate, and catered to, their age and skill level. The Colburn Community School of Performing Arts provides music instruction to beginners of any age, as well as to those who want to hone their skills, or participate in one of the School's ensembles, orchestras, or choirs. Highly gifted pre-college students may apply to study at the Colburn Music or Dance Academies, and college-age students prepare for careers in music performance through certificate, and bachelor's, and master's degree programs at the Colburn Conservatory of Music.

The staff and faculty of the Colburn School are committed to bringing music and dance performances and education into the greater community so others can experience the many benefits associated with the performing arts. Every year, Colburn students and faculty present hundreds of free or affordable performances in Colburn's beautiful professional theaters on campus, as well as in prestigious venues around Los Angeles. The Colburn School partners with 15 Los Angeles Unified School District schools—13 of which receive Title I funding—to provide interactive and engaging concerts and instructional sessions to 5,000 students every year.

Colburn's goal is to accommodate students in developing a lifelong appreciation for the performing arts—whenever possible, and without the constraints of financial concerns—awarding over \$1.3 million in scholarships in the Colburn Community School of Performing Arts and the music and dance academies, every year. Additionally, all students at the prestigious Colburn Conservatory of Music receive full tuition, room, and board scholarships, and are admitted based solely on talent—regardless of socioeconomic background. This is Colburn's access to excellence promise.

THE COLBURN CENTER

Born out of its aspiration to serve both the community and the School, the Colburn Center—a 100,000 square-foot addition of state-of-the-art performance venues and learning spaces—will unite Colburn’s passion for the performing arts and collaboration to spark interdisciplinary educational partnerships and residences all across the region.

In this endeavor, Colburn School has partnered with a world-renowned design team comprised of Los Angeles-based professionals who are experts in their field, including Frank Gehry, whose architectural career has spanned more than six decades and has earned him several of the most significant awards in architecture—including the Pritzker Prize; and Yasuhisa Toyota, an established international authority in the field of concert hall design, whose more than 30 years of experience includes designing some of the world’s finest performance venues.

The Colburn Center will include:

- **The Terri and Jerry Kohl Hall.** Named in appreciation of Terri and Jerry Kohl’s leadership gift to the campaign, the 1,000-seat Terri and Jerry Kohl Hall uses an in-the-round design to create intimacy between the performers and the audience and removes the stage lip, putting front-row seats at eye-level with the artists. The flexible configurations of the Hall will accommodate the grandest works and the largest orchestrations, providing an immersive experience for concertgoers. Opera, dance, and musical theater will feel equally at home in this space.
- **A 100-seat extra large studio theater** with retractable seating, so it can serve as a rehearsal space, as well as a dynamic and flexible performance venue. Enclosed by glass and connected to the main lobby of Kohl Hall, this space will be a welcoming and versatile venue for the dance program—and more!
- **Four glass-enclosed large dance studios.** Transparent walls of four oversized dance studios on the corner of 2nd and Hill Streets provide a window into the beauty and hard work of dance training, literally “turning out” the building to the public as they experience DTLA in a whole new light.
- **A 1,000-seat public performance plaza.** The Center’s open-air plaza will feature state-of-the-art projection, sound, and lighting technology that can broadcast performances from inside the Center to the outdoor space, or support independent performances created just for the plaza.
- **Multiple gardens and green spaces.** Plans for the project include three garden spaces: a family garden located at the ground level of the dance school, a public garden on the corner of Hill and Olive streets, and a rooftop garden atop the dance school’s studio theater. These gardens aim to contribute to downtown Los Angeles’ greening and will welcome students, parents, and visitors to gather and find respite in this outdoor environment.

Learn more [here](#).

REPORTING RELATIONSHIPS

The Campaign Operations Director will report to the Vice President, Advancement, Annie Wickert.

FROM THE VICE PRESIDENT

The Colburn School is an institution with a vibrant and inspiring history in Los Angeles. Its founding principle—access to excellence—still guides us today. This permeates all units of the School and has informed how we connect with our community writ large. The new Colburn Center is an expression of our vision to continue to seek new ways to serve our communities. From its design to its intended programming, it promises to be the catalyst and platform for our collective futures of music, dance, and community engagement in Los Angeles.

This long-dreamed-of Center is sure to change how we do, and think about, our work—including the financial sustainability of the School. The \$350 million campaign—of which \$270 million has been raised—has drawn, and will continue to draw, in new donors, serving a critical role in building a long-term donor community for the School and its partners. The Campaign Operations Director will be a vital partner with me and our collaborative, enthusiastic advancement team, in developing this future.

Having just publicly announced the campaign, this is an exceptionally exciting time to join the team. It is a rare opportunity to be a leader of a capital project by one of—if not the—most famous architect of our time, in one of the greatest cities in the world. I wholeheartedly look forward to working with someone who is excited to contribute professionalism, operational experience, and creative campaign thinking, with enthusiasm, authenticity, and care.

—Annie Wickert, Vice President, Advancement

COLBURN SCHOOL'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Colburn School is dedicated to providing equitable access to excellence in performing arts education. Founded on the core principle of community, Colburn believes that equity, diversity, and inclusion is vital to its collective success.

BIPOC (Black, Indigenous, and People of Color) and low-income communities continue to be underrepresented in many major disciplines that are served by the institution, including classical music and ballet. The School seeks to help correct this and believes that it is uniquely positioned to address access barriers at all points of artistic development.

Colburn School's programs are designed to identify dedicated students—at all levels—who face structural inequities that create barriers to quality arts education, and to support them with the resources of the institution for as long as they wish to study. By providing the highest level of performing arts instruction—starting in early childhood and extending through pre-professional studies—along with a robust scholarship program, the School offers students and families an unparalleled arts education curriculum.

In conversation with its staff, faculty, students, and board, Colburn School has developed a series of initiatives grounded in these cornerstones, which began with the 2020–21 academic year, and will continue long after—becoming part of the fabric of the institution, integrated with the existing access to excellence mission.

The School seeks to recruit, train, and empower the next generation of artists who will use their gifts to enact meaningful change in the world. It believes these deep commitments will result in a stronger, more diverse, artistic workforce and creative society.

PRIMARY RESPONSIBILITIES

The Campaign Operations Director will

- cultivate special campaign gifts to further the mission of the Colburn School—to provide access to excellence in the arts and the highest quality performing arts education at all levels of development in an optimal learning environment;
- create fundraising programs to engage campaign donors (e.g., seat-naming campaigns) with specific focus on public-phase fundraising;
- work closely with the President, Vice President of Advancement, and Board leadership on campaign activities, tracking, and gift solicitation—including the creation of custom proposals, marketing campaigns, and events;
- initiate gift discussions with, and respond to inquiries from, donors and prospects;
- collaborate with other advancement staff and leadership in gift solicitations, providing expertise on building and performing arts campaign fundraising strategies;
- maintain a dynamic portfolio of prospects as needed for continued cultivation and solicitation;
- gather information about donors' specific interests to pair with the Colburn School's programs and upcoming campaign opportunities;
- move prospects through the cultivation, solicitation, and stewardship cycle in collaboration with leadership and deans;
- work with donors, prospects, and their legal and financial advisors to establish charitable trusts, bequests, and complex outright gifts to benefit the School;
- cultivate corporate partnerships for special events sponsorships, campaign sponsorships, and naming opportunities for the School;
- represent Colburn in discussions with donors regarding the use of their gifts;
- work with the advancement and finance teams to determine School compliance with donor restrictions and donor intent in its management of gifts and funds;
- partner with the Advancement Executive Associate on campaign stewardship and tracking;
- work with the Advancement Data Systems Manager to grow Advancement Officers' portfolio through prospecting and related fundraising functions;
- promote interaction with donors and prospects through participation on major events throughout the year, including Colburn Society events, its yearly Gala, house concerts, recitals, and other key events in order to attract and retain new and existing donors;
- provide accurate documentation of outright gifts, as well as complex and deferred gift vehicles;
- draft pledge and gift agreements with varying degrees of complexity, and sample bequest language for gifts to Colburn;
- maintain best practices and ensure a coordinated and collaborative approach;
- establish credibility and collaborative relationships with senior leadership, Board members, donors, volunteers, and colleagues from all academic units and other departments;
- develop a current, thorough, and comprehensive understanding of the Colburn School's mission, areas of excellence, student population, student and faculty profiles, services, programs, and goals;
- support the advancement team's responsibility for accomplishment of the School's contributed revenue goals each year; and
- staff concerts and events as an advancement donor services representative to bolster Colburn donor community engagement.

KEY COLLEAGUES

Annie Wickert

Vice President, Advancement

Annie Wickert joined the Colburn School leadership team as Vice President of Advancement in June of 2018. Ms. Wickert has twenty years of experience fundraising, growing communities, and deepening engagement with programmatic work in the non-profit sector.

Prior to Colburn, Ms. Wickert served as Director of Partnerships and External Relations at Stanford's Center on Philanthropy and Civil Society (PACS). PACS' primary participants are Stanford faculty, visiting scholars, postdoctoral fellows, graduate and undergraduate students, and nonprofit and foundation practitioners. Ms. Wickert directed fundraising, public engagement activities, philanthropic partnerships, and ongoing learning opportunities for practitioners and philanthropists—including its flagship event, the Philanthropy Innovation Summit. She was responsible for guiding Stanford PACS' communications for diverse audiences of practitioners, philanthropists, institutions, and academics.

Serving in the performance sector as well, Ms. Wickert led fundraising at Music@Menlo and, prior to that, was a member of the philanthropy and campaign team at the Harvard Art Museums, after starting her fundraising career at the San Diego Museum of Man. She is the recent past president of the Board of Directors of Young Audiences of Northern California and has a BA in Art History from UCLA and an MA in Museum Studies from Harvard University.

Sel Kardan

President and Chief Executive Officer

Sel Kardan joined the Colburn School as President and CEO in October 2009, bringing years of experience as a performing arts executive, educator, and violist. In his role as President and CEO, Mr. Kardan shapes and leads the future path of Colburn and its four divisions: the Community School of Performing Arts, Music Academy, Trudl Zipper Dance Institute, and Conservatory, which together serve more than 2000 students, from early childhood development to post graduate studies.

Mr. Kardan's vision for the Colburn School is distinguished by his commitment to the School's continuum of education—providing a place where students of all ages and skill levels can nurture their craft. In carrying out this institutional vision, Mr. Kardan has overseen the creation of two new academies: the Music Academy, a program for gifted young pre-college musicians; and the Dance Academy, a training program for exceptional preprofessional ballet dancers. Recognizing Colburn's role as a cultural resource in the Los Angeles community, he has also worked to greatly expand community engagement initiatives and need-based scholarship opportunities for Colburn students. Under Mr. Kardan's administrative leadership, Colburn has enjoyed growth in enrollment, greater national visibility, increased philanthropic support, and stable financial health.

Prior to coming to Colburn in 2009, Mr. Kardan served as President and CEO of the Music Institute of Chicago, where he was the driving force behind the creation of the Academy, an elite pre-conservatory training center for young musicians. He was formerly Executive Director of the Shriver Hall Concert Series in Baltimore, a leading presenter of classical solo and chamber music, and Executive Director of the Heifetz International Music Institute—a summer training program and festival for gifted string players. A native of Philadelphia, Mr. Kardan is a graduate of the Peabody Institute and performed and taught at both, the pre-college and collegiate level as a violist prior to beginning an administrative career.

Nina Zhou

Assistant Vice President, Advancement

With over 10 years of experience as a strategic leader, educator, pianist, and builder of communities and high-functioning teams, Nina Zhou has been the Assistant Vice President, Advancement at Colburn for

just under three years. Prior to Colburn, Ms. Zhou served as the Managing Director of Development for the San Francisco Symphony, where she led development operations; restructured the department staffing; led annual fund, membership, and endowment campaigns; and worked with senior leadership on trustee giving and engagement. A pianist and educator by training, Ms. Zhou is passionate about delivering access and opportunities to young people through education, arts, and social impact sectors, and partnering with philanthropists and funders on their investment in these areas. Ms. Zhou holds a Doctor of Music in Piano Performance and Arts Administration from Indiana University, a Master of Music in Piano Performance from Indiana University, and a Bachelor of Music in Piano Performance from Oberlin College.

PREFERRED COMPETENCIES AND QUALIFICATIONS

Colburn School seeks a Campaign Operations Director with

- direct experience with capital campaign projects, complex gift agreements—including long-term recognition activities (naming) and corporate partnerships;
- a commitment to the mission of Colburn School—to provide access to excellence in the arts and the highest quality performing arts education at all levels of development in an optimal learning environment;
- a strong aptitude for design and branding, messaging, and the common technology used to support and advance these activities, like Adobe Creative Suite, email marketing, CRM systems, and websites;
- experience managing a variety of staff and academic, or artistic, leadership through indirect influence and partnerships;
- experience with self-directed projects;
- an ability to work independently and closely with a broad team of varying constituents, including staff, faculty, volunteers, and trustees;
- strong interpersonal and writing skills, and an ability to communicate effectively in verbal and written form;
- an ability to collaborate with multiple stakeholders, and operate tactfully and strategically;
- an ability to handle highly sensitive and confidential information appropriately; and
- website development experience (beneficial).

A bachelor's degree is required for this position as is at least seven years of experience in fundraising.

SALARY & BENEFITS

Colburn School offers a competitive salary and a comprehensive package of employee benefits.

LOCATION

The Campaign Operations Director may work remotely with visits to the School as needed, or on campus in Los Angeles. The Colburn School is located at the center of the thriving downtown Los Angeles arts and cultural corridor. Its immediate neighbors are the Walt Disney Concert Hall, Dorothy Chandler Pavilion, The Music Center, Grand Performances at California Plaza, The Broad, and the Museum of Contemporary Art.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Colburn School and the responsibilities and qualifications stated in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Campaign Operations Director, Colburn School.](#)

To nominate a candidate, please contact Anne Johnson:

annejohnson@aspenleadershipgroup.com.

All inquiries will be held in confidence.