



BalletX

Development Manager Job Description

BalletX seeks a dynamic, strategic, and creative Development Manager to assist the Development team in meeting and exceeding fundraising goals through annual fund, special event, and grant coordination, attentive and diligent administrative leadership, and thoughtful, respectful, and caring stewardship of BalletX's family of donors.

BalletX, led by Artistic & Executive Director Christine Cox, is driven by a mission to expand the vocabulary of contemporary ballet for all audiences through innovative performances, world premiere choreography, dance education, and community programs. The company is recognized as a "place of choreographic innovation" (*The New Yorker*) for producing over 120 world premieres by more than 70 choreographers in its 18-year history, a record "few companies can match" (*The New York Times*). BalletX offers a number of artistic and community initiatives designed to bring its home city of Philadelphia and the nation closer to dance, including mainstage performances at The Wilma Theater and The Mann Center for the Performing Arts, extensive touring, free pop up performances, and flagship in-school education program, Dance eXchange. Learn more about the company and dancers, named "among America's best" by *The New York Times*, at www.BalletX.org.

Reporting to the Director of Development and Major Gifts Officer, the Development Manager will oversee BalletX's robust annual fund program, including the creation and coordination of fundraising campaigns throughout the season. In addition, this role will manage the company's diverse array of special events, coordinate grant proposals and reports with an external grant writer, and lead the diligent administration of BalletX's development department.

Our ideal candidate will be a goal-driven, passionate, and highly professional advocate for dance, with the ability to tackle the tiny details of fundraising administration while still seeing the bigger picture. They will be hardworking, organized, and dedicated to investing time and energy into growing with an organization that cares deeply about both the arts and our community. They will convey the company's gratitude and respect for our donors through all of our fundraising communications and events, and they will approach their work with creativity and determination. The candidate must have a desire to work in a deadline-driven, proactive, and collaborative manner in support of the overall goals of BalletX.

This position is full-time with a salary range of \$55,000-\$65,000 (commensurate with experience) and accompanying benefits. BalletX is an equal opportunity employer.

Position Overview:

Develops and implements strategies and communications to successfully achieve or exceed BalletX's goals for annual fund and institutional support; coordinates engaging special events that encourage long-term donor development and retention; and leads the administration of an inspiring, personalized, and detail-oriented fundraising department.

Responsibilities (including but not limited to):

Annual Fund

- Maintain, monitor, and grow BalletX's pool of annual fund donors (\$1-\$4,999) through seasonal fundraising campaigns, special events, cultivation, and stewardship activities
- Draft compelling and creative campaigns to support annual fund donor retention and growth, and coordinate campaign planning, design, and mailings
- Assist the Development team with donor prospect research, as necessary
- With the marketing team, develop and achieve annual and multi-year goals for the BalletX's "Young Xers" young professional program
- Evaluate and report on annual fund activity on a regular basis

Special Events

- Work with Development team to produce an array of seasonal special events, including open rehearsals, stewardship activities, and the company's annual gala, The Premier Party
- Plan and coordinate event set up, break down, guest lists, appropriate staffing and volunteers, timelines, catering, and other necessary logistics
- Interact with guests (donors and non-donors) to facilitate a positive, enriching, and personalized experience
- Coordinate appropriate pre- and post-event donor and sponsor communications with development and marketing teams
- Evaluate and report on special events on a regular basis

Institutional Giving

- Maintain BalletX's ongoing Grants calendar, including keeping staff informed of deadlines and maintaining grant records
- Research new opportunities on a regular and recurring basis
- Oversee an external grant writer in the development of grant proposals and reports, and as necessary, prepare or coordinate the internal preparation of grant proposals and reports
- Evaluate and report on institutional giving activity on a regular basis

Fundraising Administration

- Log donations in BalletX's CRM, PatronManager, and process acknowledgement letters with diligence and accuracy
- Provides timely, caring, and detail-oriented customer service to BalletX donors
- Review the fundraising pages of BalletX's website on a frequent basis for necessary updates
- Take accurate and detailed meeting minutes and notes, as necessary
- Maintain donor information, event information, and organizational data standards in PatronManager
- Assist in the development and tracking of annual budgets for the Development department
- Staff all BalletX performances and events in the greater Philadelphia area and serve as a positive and effective company representative
- Work effectively across all organizational departments to support the current and future success of BalletX, its mission, and its initiatives
- Other duties or projects to be assigned as necessary

Qualifications

- 2+ years' proven success as a nonprofit fundraiser, with dance/arts experience preferred
- Exceptional written and verbal communication skills
- Excellent interpersonal skills, and strong planning, organizational, and problem-solving skills
- Detail-oriented, with demonstrated ability to see the larger organizational picture
- Ability to work with donors, committee members, and volunteer leadership with tact and diplomacy
- Sound ability to develop and adhere to project schedules
- Commitment to proactive identification of problems and follow up to ensure solutions
- Excellent computer and phone skills are required; must be competent in Microsoft Office; skill related to relational databases is preferable
- Ability to work some evening and weekend hours as necessary for events and performances

To Apply

To apply, please send your cover letter, resume, and two writing/work samples to Megan O'Donnell, Managing Director, at modonnell@balletx.org. Work samples may include fundraising campaigns or communications. In your cover letter, please outline your particular role in the creation of any attached work samples.