



Development & Events Coordinator

Reports to: Development Manager / Director of Major Giving

Location: Philadelphia, PA

Status: Full-time

BalletX, Philadelphia's premier contemporary ballet, seeks a Development & Events Coordinator to support and advance the organization's fundraising efforts through exceptional event execution, donor engagement, and development operations. This role is responsible for coordinating all fundraising and special events from concept through completion, while also supporting the day-to-day operations of the Development team.

The Development & Events Coordinator plays a key role in creating meaningful experiences for BalletX's donors and community, ensuring that every interaction reflects the organization's commitment to excellence, access, and connection. Our Development team places a strong emphasis on highly personalized donor engagement, recognizing our supporters as the backbone of the organization. We are seeking a team member who is motivated to go the extra mile to make donors feel valued through thoughtful communications and welcoming, engaging events.

This position is full-time with a competitive salary range of \$40,000-\$50,000 (commensurate with experience) and accompanying benefits including health insurance, 4% 401k match, and paid time off. BalletX is an equal opportunity employer. To learn more about BalletX, our mission, and our programs, visit www.BalletX.org.

Position Overview

The Development & Events Coordinator is responsible for the planning and execution of all BalletX fundraising and stewardship events, as well as supporting core development operations including donor research, gift processing, CRM management, campaign support, and stewardship.

Working closely with the Development Manager and Director of Major Giving, this position ensures that BalletX's fundraising initiatives are executed seamlessly and that donors are engaged, acknowledged, and stewarded with care, intention, and attention to detail.

Key Responsibilities

Event Planning & Execution

- Coordinate all fundraising and special events from start to finish, including stewardship and cultivation events and annual galas
- Develop and manage event timelines, run-of-show documents, and production schedules
- Coordinate logistics including venue, catering, rentals, staffing, entertainment, and guest experience

- Serve as on-site event lead, ensuring smooth execution and troubleshooting in real time
- Manage event budgets in collaboration with Development leadership
- Coordinate invitation lists, RSVP tracking, seating, and guest communications
- Oversee post-event follow-up, including acknowledgements and reporting

Development Operations

- Process and log donations accurately and in a timely manner
- Maintain and update donor records in CRM (PatronManager), ensuring data integrity
- Coordinate donor and prospect research to support cultivation and solicitation strategies
- Support gift tracking and reconciliation in coordination with finance
- Assist with fundraising campaigns as needed, including processing and assembling mailings
- Coordinate fundraising-related web updates, including adding and updating events on the BalletX website and performing updates to fundraising and donation pages on a regular basis to ensure accuracy, clarity, and functionality
- Maintain inventory of development materials, including season letterhead, donor brochures, and booklets, and coordinate production of materials as needed

Stewardship & Donor Engagement

- Coordinate donor stewardship efforts, including:
 - Personalized acknowledgement letters, communications, and phone calls
 - Donor recognition (program listings, digital platforms, etc.)
 - Seatbacks and in-theater donor experiences during performances
- Assist in creating tailored donor experiences that deepen engagement and retention
- Support Development leadership in cultivation strategies and relationship management

Cross-Departmental Collaboration

- Support systems and workflows for cross-departmental communication related to fundraising initiatives, ensuring clear, consistent, and timely information sharing across teams
- Collaborate with Marketing to support event promotion and donor messaging
- Work with Production and Artistic teams on event-related logistics
- Coordinate with Patron Services on ticketing, seating, and donor benefits fulfillment

Systems & Administration

- Maintain organized event and development documentation, including timelines, budgets, vendor contracts, and post-event reports
- Track multiple projects simultaneously, ensuring deadlines are met
- Identify opportunities to improve systems, workflows, and efficiencies within Development operations
- Support broader fundraising initiatives and campaigns as needed

Qualifications & Experience

- 1-3 years of experience in nonprofit development, events, or related field

- Demonstrated experience coordinating events or complex projects from start to finish
- Strong organizational and project management skills with exceptional attention to detail
- Experience working with CRM systems (PatronManager or similar preferred)
- Familiarity with project management systems such as Asana or similar tools
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Proficiency in Microsoft Office and/or Google Workspace

Desired Attributes

- Passion for the performing arts and BalletX's mission
- Highly proactive, with a strong sense of ownership and follow-through
- Invested in building meaningful relationships and delivering highly personalized donor experiences
- Takes initiative and anticipates needs before they arise
- Strong interpersonal skills and a commitment to excellent donor service
- Calm, resourceful, and solutions-oriented, especially during live events
- Collaborative team player who communicates clearly and effectively
- Detail-driven with a high standard for accuracy and execution
- Positive, flexible attitude with a willingness to go above and beyond
- Discreet and professional in handling donor information and relationships

To Apply

To apply, please send your cover letter, resume, and at least two writing and/or digital content samples to BalletX at jobs@balletx.org. Applications will be reviewed on a rolling basis until the position is filled.