



## TITLE

### **Development Officer**

## OVERVIEW

Ballet Memphis aspires to reveal and celebrate the universality of the human experience through dance. The organization was founded in 1986 with the mission to create a ballet company that is reflective of our community and the nation by creating, presenting and teaching ballet in a way that celebrates the human spirit. Over the years, our professional company has developed an extensive original repertoire that spotlights the unique cultural significance of our region. This work has been shared with audiences at home and at venues around the nation, including the Joyce Theater in New York City and the John F. Kennedy Center for the Performing Arts in Washington, D.C., among others. Today, Ballet Memphis operates through four program pillars: a professional dance company, a ballet school and advanced youth ensemble, robust Pilates and Wellness offerings, and a growing body of community impact work.

## JOB SUMMARY

The Development Officer plans, develops, and implements strategies that grow and engage Ballet Memphis' donor base. The Officer serves as point of contact for all individual donors as well as existing corporate and foundation partners. In collaboration with the Executive Office, this position prepares and submits effective grant applications and grant reports. Reporting to the Chief Program and Strategy Officer, the Development Officer is a key member of the Advancement Department who works closely with the Senior Communications Strategist and Box Office & Advancement Operations Manager. Excellent written and verbal communication skills are required for success, as well as self-motivation and sharp attention to detail.

## RESPONSIBILITIES

- Ongoing stewardship
  - In service of effective fundraising and brand ambassadorship, maintain a working understanding of all areas of the organization—Company, School, Pilates + Wellness, and Community Impact.
  - Develop and implement appropriate stewardship strategies that align with the artistic season, programs, and fundraising goals.
  - Communicate regularly with patrons to cultivate healthy donor relationships. This includes moves management for all individual donors/prospects as well as existing corporate sponsors and foundation grantors.
  - Collaboratively manage planning and logistics for select special events and initiatives (examples include the donor receptions, Nutcracker Boutique, etc.).
  - Attend regular season performances in the capacity of donor cultivation.
  - Collaborate with the Box Office & Advancement Operations Manager to ensure an effective stewardship pipeline from ticket buyers and school/class registrants to donors.
- Fundraising
  - Assist in formulating and implementing an effective annual fundraising plan and campaign calendar focused primarily on individual donors, corporate sponsorships, and existing foundation donors with attention to new opportunities from national funders.
  - Provide both strategic thought partnership and moves management support to President/CEO and Artistic Director in cultivating new major donors.
  - In close collaboration with the Executive Office and Chief Administrative Officer, prepare and submit effective grant applications and grant reports.
  - Support in the gathering, tracking and analysis of data to enhance internal decision making

- and for use in external reporting.
- Collaborate with the Senior Communications Strategist to develop effective fundraising-specific promotional materials; integrate fundraising into the organization's broader communications.
- Board Administration (in close collaboration with the Executive Office)
  - Coordinate meetings of the Board of Directors and its committees.
  - Gather and prepare appropriate reports and other documents for timely distribution.
  - Record written minutes for board meetings.
  - Support board communication through other duties as assigned.

## REQUIREMENTS

- Bachelor's degree required
- 5+ years of relevant experience (some fundraising experience is a must; additional grant writing, sales, marketing, and/or event planning experience is a plus)
- Must be highly proficient in Microsoft Office, especially Excel, Word, and Power Point
- Donor database or similar database experience preferred (Raiser's Edge, Theater Manager, Banner, Salesforce, Patron Manager, etc.)
- Passion for the arts, ballet or otherwise
- A writing sample may be requested as part of the interview process

Individuals who demonstrate the following traits will be especially successful in this role:

*Polished communicator:* Exceptional written and verbal communication skills; able to translate a nonverbal art form and four distinct program pillars into a compelling call for engagement and support.

*Focused and detail-oriented:* Ability to vision and forward-think with an eye toward the institution's long-term sustainability driven by rigor and diligence.

*Relationship-builder:* Innately enjoys building and maintaining professional relationships with colleagues and donors as well as with external partners and the community at large.

*Adaptable and nimble:* Responds quickly and flexibly to appropriate changes in role, procedures, or initiatives. Demonstrates resiliency after setback.

*Collegiality:* Values the diverse backgrounds, experiences, and perspectives of others; helps to create a sense of belonging for all by treating others with courtesy, respect, and acceptance.

Ballet Memphis employees commit to embodying our shared operating values of Excellence, Belonging, Authenticity, and Joy.

## BENEFITS AND COMPENSATION

This is a salaried, full-time position eligible for full benefits. The salary range for this role is \$60,000 - \$65,000 and will be commensurate with level of experience and skill. Benefits also include a paid two-week holiday break (in addition to vacation and personal days) and free group wellness classes.

Ballet Memphis works to sustain an environment that is consciously inclusive of all races, ages, religions, sexual identities, gender expressions, and abilities. We renounce racism as well as any other system or structure that perpetuates exclusion and causes harm. Our excellence derives from our diversity and we commit to continuously challenging ourselves as well as old ideas and outdated norms that hinder the full celebration of our collective humanity.

## TO APPLY

Please send a cover letter and resume to [careers@balletmemphis.org](mailto:careers@balletmemphis.org).