

Sunday, June 16, 2013

Development Coordinator

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DEVELOPMENT Coordinator

The School of American Ballet (SAB) seeks a Development Coordinator to support Individual Giving, a branch of the development department that raises nearly \$1.5 million in annual funds. Founded in 1934 by George Balanchine and Lincoln Kirstein to train dancers for professional ballet careers, SAB is a constituent organization of Lincoln Center for the Performing Arts and is the official—yet independent—school of New York City Ballet.

Reporting to the Director of Individual Giving, the Development Coordinator will take a leadership role in growth and retention of a portfolio of 900+ patrons; will interface internally and externally with a sophisticated constituency of arts enthusiasts; and will be part of a dynamic 8-person fundraising team with opportunities for growth and advancement. Key job responsibilities include:

Donor Engagement Build relationships and cultivate members at every level, with a particular emphasis on: The Alumni Circle – SAB's donor group for alumni giving \$100 or more The Studio Circle – SAB's donor group for ballet philanthropists in their 30s and 40s The Advisory Council – SAB's Council of national ambassadors giving \$5,000 or more The Chairman's Circle – SAB's leadership patrons giving \$10,000 or more Ensure and track member benefit fulfillment for a range of SAB membership levels. Respond to membership inquiries and requests in a timely manner. Conduct donor research and prospecting as needed.

Donor correspondence and solicitation: Prepare gift acknowledgments and renewal letters for members. Includes pulling weekly and monthly lists from Raiser's Edge database, updating acknowledgment and renewal letter templates, and providing gift information to donors as needed. Assist Director of Individual Giving with administrative aspects of the annual solicitation calendar, including the mailing and tracking of 20 targeted fundraising appeals per year. Draft letters, e-appeals, and short newsletter articles as necessary.

Event management: Coordinate the logistics of patron events and hospitality at the School including the implementation of luncheons, cocktail parties, rehearsals, seminars, class visits, and open houses. Manage the budget for Individual Giving programs. Keep organized files for all event expenses and reconcile bills with accounting department. Track event invitations, attendance, and histories in Raiser's Edge database. Liaise with SAB receptionist, artistic coordinator, faculty, Student Life department, New York City Ballet, and other constituencies as needed to ensure cooperation and event success.

The Development Coordinator will also handle administrative duties such as ordering office supplies and managing calendars for the Individual Giving team. He or she will directly supervise interns and volunteers.

Required Knowledge, Skills, and Abilities: 2+ years of development office experience and Bachelor's Degree. Expertise with Raiser's Edge or similar donor database and Excel fluency essential. Must be able to work independently and in groups. Must possess superior interpersonal skills and be able to work successfully with colleagues, donors, volunteers and staff. He or she will have the capacity to prioritize and manage multiple assignments in a fast-paced development office, and be able to work occasional evening and weekend hours.

Superior benefit package, including full health benefits, four weeks vacation (plus two holiday weeks in December), and generous retirement savings benefits.

Diverse candidates are encouraged to apply. The School of American Ballet is an Equal Opportunity Employer.

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