

Thursday, May 12, 2022

Coordinator, Major Gifts & Young Patrons Circle

Company: New York City Ballet

Location: New York, NY

Compensation: Commensurate with experience.

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Coordinator, Major Gifts & Young Patrons Circle Development Department

Lincoln Center, New York City

New York City Ballet is one of the foremost dance companies in the world, with a roster of spectacular dancers and an unparalleled repertory. Founded in 1948 by George Balanchine and Lincoln Kirstein, New York City Ballet quickly became world-renowned for its athletic and contemporary style. Widely acknowledged for its enduring contributions to dance, New York City Ballet is committed to promoting creative excellence and nurturing a new generation of dancers and choreographers. The School of American Ballet is the official training academy of the New York City Ballet.

The Coordinator, Major Gifts & Young Patrons Circle reports to the Director, Major Gifts & Individual Giving and is responsible for two initiatives – supporting the Major Gifts' program and managing the Young Patrons Circle (YPC), including identification, cultivation, solicitation, and stewardship of individual gifts for the YPC membership program. This position also provides key support to the Major Gifts team in their efforts to successfully secure annual and special contributions at the \$20,000 + level and assists the Development department as needed.

Major Duties and Responsibilities:

Manages major gifts and young patrons to further fundraising objectives.

Works with the Director, Major Gifts & Individual Giving:

Manage the day-to-day relationships and communications with YPC members, including drafting and sending solicitation and acknowledgement letters, and various communications.

Direct YPC events; including selecting event hosts, developing invitation lists, designing, and deploying digital invitations, and coordinating relationships with event host(s) and vendors.

Manage the YPC social media platforms and special YPC ticket offers.

Lead YPC Steering Committee, oversee selection process for Committee members and organize meetings and member responsibilities.

Manage the acknowledgement letter process for Major Gift and special project donors, and Board members.

Assist IT and Donor Records with database management needs for Major Gifts and YPC programs.

Liaise with other departments to promote YPC programs through email, social media, and other marketing campaigns.

Also

Develops and maintains YPC financial projections and expenses.

Reconciles monthly and annual revenue and expense accounting for Major Gifts.

Oversees major gifts and individual giving tasks to advance annual fundraising plans.

Works with Donor Records to receive and process all incoming YPC, Major Gift, and special project contributions.

Administers and tracks all Major Gifts, Campaign, and YPC pledges and pledge payment schedules.

Creates and manages annual and monthly pledge status reports and reminder notifications for Major Gifts, special projects and YPC donors.

Assists with the Major Gifts department with donor events and experiences.

Generates, reviews, and edits Major Gift, special projects, and YPC donor lists in printed and electronic materials.

Supports development with planning and implementing organizational goals

Works with other Development areas to manage production and special crediting language in printed and electronic materials.

Assists Major Gift department with organizing and managing various revenue and expense budgets and reports.

Provides support and completes additional projects as assigned.

Minimum Requirements

Highest moral character and integrity

Bachelor's Degree required

Two to three years' experience in fundraising

Self-motivated, results oriented, and goal focused
Committed to and enthusiastic about the mission, programs and services of NYCB
Ability to manage multiple projects independently and meet deadlines with limited oversight
Financial accounting and solid customer service skills required
Persuasive and strategic communicator with demonstrated interpersonal skills and problem-solving ability
Proficiency with standard business applications, such as MS Office
Ability to work well in a team environment

Preferred

Experience with Tessitura or related donor database preferred.

This is a full-time position, and the hours of work are between 10am – 6pm weekdays. Position requires the ability to participate in donor events and attend performances, including frequent evenings and weekends. Travel may be required as needed (less than 5% travel).

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Environment

While performing the duties of this position, the employee is frequently exposed to:

Office setting
Theater and studio settings
Offsite venues

NOTE: New York City Ballet has a vaccine policy that requires all employees to provide proof of vaccination against COVID-

A medical or religious exemption to this policy may be granted if a reasonable accommodation exists that will enable the employee to perform the essential functions of the job. Exemptions or reasonable accommodations are not guaranteed.

We Offer

Compensation to match your experience and qualifications.
A competitive benefits package including health and dental insurance.
Healthcare and Dependent Care Flexible Spending Account Programs.
Generous paid time off policy including holidays, floating holidays/personal days, sick and vacation time.
Hybrid in-office/remote work for positions that qualify.

You Bring

Strong customer/donor relationship management skills
Enthusiasm, commitment, and a positive attitude
Flexibility and dependability
A collaborative, team and goal-oriented work ethic

Interested, qualified candidates may apply by forwarding their resume, cover letter and salary expectations to:

BalletHR@NYCBallet.com

With "Coordinator, Major Gifts & Young Patrons Circle" in the subject line.

No Phone Calls, please.

New York City Ballet is an equal opportunity employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply and will receive consideration without regard to race, color, religion, age, national origin, sex, sexual orientation, gender identity or expression, marital status, citizenship status, disability, pregnancy, creed, genetic predisposition or carrier status, military status or veteran status, status as a victim of domestic violence, unemployment status, familial status, sexual violence or stalking victim status, caregiver status, arrest or conviction record to extent required by applicable law, credit history or any other characteristic protected by law.

Statement of Commitment to Diversity, Equity, and Inclusion

New York City Ballet, one of the foremost ballet companies in the world, pursues the highest levels of artistic excellence and innovation. Therefore, we seek to attract, retain, and cultivate the most talented dancers, musicians, designers, stage technicians, and arts administrators. To this end, we are deeply committed to creating and sustaining an organizational culture that values diversity, inclusion, and equity. We are inspired by our founders, George Balanchine and Lincoln Kirstein, who envisioned an authentically American expression of ballet with a company that reflects the rich cultural diversity of this nation. In pursuit of their vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

For more information about our commitment to diversity, equity and inclusion, please visit:

<https://www.nycballet.com/about-us/commitment-to-diversity-equity-and-inclusion>

20 Lincoln Center New York City Ballet
New York, NY, 10023
<https://www.NYCBallet.com>

Human Resources
BalletHR@NYCBallet.com

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