

Wednesday, June 28, 2023

Director of Development - American Repertory Ballet / Princeton Ballet School

Company: American Repertory Ballet
Compensation: \$75,000-\$80,000

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Position: Director of Development

Company: Princeton Ballet Society (dba American Repertory Ballet (ARB) and Princeton Ballet School (PBS) with locations in New Brunswick, Princeton, and Cranbury, New Jersey)

Reporting Relationships: The Director of Development is part of the staff leadership team, reporting to the Executive Director. Direct reports include the Development Manager and Development Associate

Travel: There is some travel associated with this position, and offers opportunities for remote work while maintaining cohesive partnerships with staff and volunteers

Website: www.arballet.org

Position: Full-time; Annual; Exempt

Organization Overview

The Princeton Ballet Society's mission is to bring the joy, beauty, artistry, and discipline of classical and contemporary dance to New Jersey and nationwide audiences through public performances and to dance students through artistic and educational programs.

This mission is fulfilled through three distinct but unified parts of the organization: American Repertory Ballet (ARB), the preeminent ballet company in NJ now under the leadership of Ethan Stiefel, Artistic Director; Princeton Ballet School (PBS), one of the largest non-profit dance schools in the nation; and ARB's Access & Enrichment initiatives, programs designed to enrich students and the local community to the art form of dance, as active participants and informed observers, and to develop life-long dance enthusiasts. It is through these three branches that the organization's vision is pursued: to entertain, educate, enlighten, and inspire with the beauty and passion of dance.

Designated a "Major Arts Institution" by the New Jersey State Council on the Arts for two decades, and recognized by the National Endowment for the Arts "American Masterpieces" program, the organization plays a leadership role in the dance community. ARB's annual production of The Nutcracker, first produced in 1963, is the longest-running production in the state and one of the longest-running in the country. ARB's DANCE POWER program, now in its 37th year, is an in-school dance residency that provides dance education to every 3rd grade student in the New Brunswick public school system, and remains the longest-running arts/community partnership in NJ.

Founded in 1954 by Audre?e Estey, the mission of Princeton Ballet School is to create and train professional dancers and to provide age and developmentally appropriate dance classes to the general public for students ranging from recreational beginners to professional artists.

The School has a highly qualified faculty dedicated to providing training for all dancers wishing to appreciate ballet as an art form, a life-long form of exercise and a means in which to find self-confidence and poise. For the gifted student wishing to make dance a professional career, the curriculum and artistic acumen of the faculty have produced dancers who have graduated to the professional level in ballet, modern dance, Broadway and television and film. For the student looking for a bridge from their high school training into their professional careers, ARB offers the Trainee Program which is managed by Princeton Ballet School.

Position Overview

The Director of Development is a key member of the senior management team. Responsible for all fundraising for American Repertory Ballet (ARB) and Princeton Ballet School (PBS), the Director of Development participates in strategic decision making for the organization at large, and the development office specifically. The Director of Development works as a critical partner to the Executive Director and the Board of Directors. S/he models an exemplary leadership ability, not only to the development staff, but also to colleagues across the organization. A strong performer as a fundraiser, the Director of Development has experience and a track record as a manager of staff and volunteers. The Director of Development is a skilled writer and communicator who is also a passionate advocate for the arts and the importance of dance. S/he has a sense of humor and is enthusiastic about working as a member of a small arts organization with local, national, and international impact.

Responsibilities include:

- Provide strategic leadership for the planning, implementation, evaluation, and administration of all fundraising strategies
- Plan and facilitate major fundraising initiatives in collaboration with the Executive Director, Board of Trustees, PBS Family Association, volunteers, and other members of the administrative staff
- Manage and oversee fundraising events including the Annual Gala, as well other cultivation and stewardship events
- Establish targets for fundraising campaigns, identify prospective donors, and develop strategies for securing gifts
- Build a robust major gifts program
- Oversee plans for engagement, cultivation, and stewardship of donors of all levels
- Develop a research program to identify new donors and approach those donors using Board and community connections where possible
- Oversee and support the creation of grant proposals and evaluations, in collaboration with the Executive Director, Development Manager, staff, and with possible assistance from part-time grant writer
- Collaborate with development team on bi-annual appeals and work with the development and marketing departments to market the appeals through e-blasts, website, mailings, an annual report, and social media

-Increase the visibility of ARB.PBS and actively promote awareness so that development efforts are favorable considered when the community is asked for support

-Collaborate well with ARB.PBS staff and stakeholders

-Work closely with the Marketing Director and other staff to develop promotional materials that highlight the organization, including an annual report to the community, updates about special campaigns, and community impact

-Provide leadership and direction to the Development department, which includes establishing departmental and individual goals that support the organization's strategic initiatives, guiding employee performance, communicating expectations, and providing the resources necessary for success

-Provide day-to-day supervision of the Development staff and operations,including creating work schedules, monitoring the organization's donor database/files and gift records, ensuring that financial targets are achieved

-Collaborate with the Executive Director and Development Committee on feasibility, planning, and execution of a campaign or campaigns for identified needs

-Prepare budgets and all related reporting for the development office in such a manner that the position and budgetary responsibilities are fulfilled and consistent with the organization's strategic plan

-Prepares monthly, annual, and other reports as needed

-Conducts all matters with the highest ethical standards

-Work on special projects as needed and assume additional responsibilities as assigned by the Executive Director

-With the Executive Director, develop strategic plans for recruiting new Trustees to the Board

Qualifications

-Bachelor's degree required and demonstrated experience with fundraising and development activities for a nonprofit organization

-Demonstrated ability to lead fundraising campaigns of at least \$2M

-Demonstrated ability to manage, identify, cultivate, and solicit gifts of \$25,000+; growand nurture donor/prospect portfolios; and work effectively with various constituencies, including supervising volunteers

-Demonstrated understanding of fundraising and development strategies

-Experience in managing fundraising events

-Well-developed writing and interpersonal skills to conduct effective outreach to the community and to establish and maintain effective working relationships with staff, school families, patrons, professional colleagues, the general public, and local governing officials

-Experience using fundraising software or a database to generate lists and reports; knowledge of Raiser's Edge preferred

-Proficiency in various Microsoft Office applications

-Strong organizational abilities including collaborating, problem solving, planning, delegating, and task facilitation

-Adept at making quick, sound decisions, and exercising independent judgment

-Have a genuine interest in and appreciation for dance and dancee ducation

This position is exempt under the Fair Labor Standards Act ("FLSA"), as well as under any and all applicable state (New Jersey) and local laws, rules and regulations.

Salary range is \$75,000-\$80,000. Competitive compensation package includes health benefits, paid vacation, sick and personal time, paid staff holidays, 401(k) retirement plan, and other perks.

To apply, please send a cover letter, resume, and three (3) references to hr@arballet.org with your name and "Director of Development" in the subject line.

American Repertory Ballet

For more information:
American Repertory Ballet HR
hr@arballet.org

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