

Wednesday, September 4, 2024

Development Manager

Company: BalletX
Location: Philadelphia, PA
Compensation: \$60,000-\$65,000

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BalletX is looking for a passionate, creative, and results-driven Development Manager to join our dynamic team. This full-time role is crucial for advancing our mission by leading and optimizing fundraising initiatives across the annual fund, special events, and institutional giving. The ideal candidate will bring exceptional organizational skills and strategic thinking to foster meaningful relationships with our valued donors, demonstrating a commitment to attentive, respectful, and impactful stewardship. If you are a proactive leader with a dedication to excellence in fundraising and donor engagement, we want to hear from you!

BalletX, Philadelphia's premier contemporary ballet, unites artistic innovation with technical excellence to forge new works of athleticism, emotion, and grace. Founded in 2005 and led by Artistic & Executive Director Christine Cox, the company has commissioned over 70 choreographers from around the world to produce 130 world premieres that are "fresh, inclusive, and connect to what people want" (Philadelphia Citizen). With a versatile and diverse ensemble of 16 dancers, hailed as "among America's best" by The New York Times, BalletX pushes the boundaries of classical ballet to tell today's stories with passion, creativity, and exuberance. As a vibrant global incubator for artistic talent, the company makes ballet accessible and inviting, captivating audiences at prestigious venues including The Kennedy Center, Vail Dance Festival, The Joyce Theater, and Jacob's Pillow Dance Festival. Through performances, international touring, and meaningful community outreach, BalletX creates extraordinary dance experiences that inspire human connection. Learn more at www.BalletX.org.

Reporting to the Chief Advancement Officer, our ideal Development Manager is a passionate advocate for the arts that can combine meticulous attention to detail with a forward-thinking approach to growth and expansion. They will be goal-oriented, organized, and dedicated to nurturing donor relationships to embody BalletX's gratitude and respect for our supporters. This role requires a creative, intuitive, and determined professional ready to thrive in a collaborative, deadline-driven environment to help advance BalletX's mission.

Position Overview:

The Development Manager at BalletX will be responsible for managing and implementing fundraising initiatives that support the financial sustainability and growth of the organization. This role involves coordinating annual fund campaigns, donor relations, and institutional giving, as well as supporting major gift efforts led by the Chief Advancement Officer.

Responsibilities (including but not limited to):

- **Annual Fund Campaigns:** Develop and execute annual fund campaigns, including direct mail, email, and online giving strategies to achieve annual and multi-year goals. Monitor and analyze the success of campaigns and make data-driven recommendations for improvement.
- **Donor Relations & Stewardship:** Manage a portfolio of mid-level donors, ensuring effective cultivation, solicitation, and stewardship to achieve annual and multi-year goals. Create and implement donor recognition programs and engagement activities to foster long-term support.
- **Prospect Identification:** Assist in identifying and researching potential major gift prospects for the Chief Advancement Officer. Develop strategies to engage and cultivate these prospects.
- **Grant Management:** Oversee an external grant writer in drafting compelling grant proposals and manage the grant application process, including reporting and compliance. Coordinate the identification, research, and application process for grants from foundations, corporations, and government sources.
- **Special Events:** Plan and execute fundraising events, including The Premier Party, fundraisers, auctions, and donor appreciation events. Coordinate event logistics, manage event committees, and ensure events meet fundraising goals.
- **Database Management & Reporting:** Work with the Development Coordinator to maintain accurate donor records in the donor database, ensuring all interactions and contributions are recorded. Generate reports and analyze data to inform fundraising strategies and track progress toward goals.
- **Marketing and Communications:** Collaborate with the marketing team to develop and implement integrated marketing and communication plans that support annual fund and special event efforts. Ensure consistent and compelling messaging across all platforms to enhance donor engagement and support.
- **Team Collaboration:** Work closely with the Artistic & Executive Director and the Development team to ensure cohesive and aligned fundraising efforts. Provide support to the Chief Advancement Officer in major gift initiatives and campaigns.
- **Community Networking:** Represent BalletX at community events and networking functions to build relationships and increase the organization's visibility. Foster partnerships with community organizations and stakeholders to enhance BalletX's outreach and impact.
- **Budget and Financial Management:** Manage the annual fund and special events budget. Monitor and report on fundraising performance and ensure adherence to financial goals and policies.

Qualifications

- 3-5 years of experience in fundraising, development, or a related field.
- Proven track record of managing successful fundraising campaigns and donor relations.
- Strong written and verbal communication skills, with the ability to craft compelling narratives for diverse audiences.
- Experience in event planning and management.
- Familiarity with donor databases and CRM systems; experience with PatronManager is a plus.
- Excellent organizational skills and attention to detail.
- Ability to work collaboratively within a team and across departments.
- Passion for the arts and a commitment to BalletX's mission and values.

Compensation and Benefits

The salary for this position is \$60,000-\$65,000, commensurate with experience. BalletX offers a benefits package including health insurance, paid time off, and professional development opportunities.

To Apply

Interested candidates should submit a cover letter, resume, and three professional references to jobs@balletx.org. Applications will be reviewed on a rolling basis until the position is filled. BalletX is an equal-opportunity employer and is committed to creating a diverse and inclusive workplace. We encourage candidates of all backgrounds to apply.

BalletX
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balletx.org

For more information:
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jobs@balletx.org

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