

Wednesday, February 8, 2023

Development Coordinator

Company: Ballet Hispánico
Location: New York, NY
Compensation: \$50,000-\$60,000

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Organization Profile

Ballet Hispánico (BH) is the largest Latinx/Latine/Hispanic cultural organization in the United States and one of America's Cultural Treasures. BH's three main programs, the Company, School of Dance, and Community Arts Partnerships bring communities together to celebrate the multifaceted Hispanic diasporas. BH's New York City headquarters provide the physical home and cultural heart for Latinx dance in the United States. It is a space that initiates new inclusive cultural conversations and explores the intersectionality of Latine cultures. The BH mission opens a platform for new social dialogue and nurtures and sees a community in its fullness. Through its exemplary artistry, distinguished training program, and deep-rooted community engagement, BH champions and amplifies Latine voices in the field. For over fifty years BH has provided a place of honor for the omitted, overlooked, and othered. As it looks to the future, BH is pushing the culture forward on issues of dance and Latine creative expression.

BH recently embarked upon a comprehensive strategic planning process to identify new opportunities to showcase and leverage the organization's world-renowned dance company, school of dance and thought leadership in the arts, culture, education, and social justice spaces.

BH has a current annual operating budget of approximately \$7.9M. Sources include performance income, tuition, studio rental income, and charitable support from the government, foundations, corporations, board members, and other individual donors.

Position

BH seeks a highly motivated Development Coordinator who provides excellent and energetic fundraising support. Reporting to the Chief Development & Marketing Officer, the Coordinator is a key member of the External Affairs team and works closely with the Manager of Individual Giving, Assistant Director of Institutional Relations, and Events Manager, and with staff across the organization to fulfill our goals of increasing annual contributed income.

Responsibilities

- Ensure data integrity within the fundraising database (Salesforce) by coordinating the creation and execution of best practices for database management, including but not limited to database upgrades and maintenance; training procedures; gift, solicitation, and constituent codes; gift entry procedures; donor cycle and prospecting pipeline procedures; queries and reports procedures; donor recognition; research and donor profile updates; etc.
- Conduct data entry: ensure accuracy, data integrity, and maintain confidentiality.
- Maintain and keep relevant database procedures documents and manuals.
- Plans, implements, and evaluates annual fund campaigns.
- Conduct research to identify potential funders for BH.
- Prepare research profiles in advance of funder meetings and events.
- Produce tailored mailing lists for targeted solicitation and stewardship outreach purposes.
- Manage fundraising and event mailings.
- Produce and ensure timely acknowledgment letters, receipts, and pledge reminders.
- Oversee and support regular communication with Finance department to complete accurate quarterly reconciliations between Development and Finance's income reports.
- Submit development invoices to Finance Office and reconcile expense budgets monthly.
- Assist with the preparation of grant proposals and reports.
- Compose general correspondence and provide clerical support, as needed.
- Support and attend the implementation of events.
- Collaborate with School of Dance team members to oversee major scholarship program
- Assist the department as needed in support of the Board of Directors.
- Submit development invoices to Finance Office and reconcile expense budgets monthly.
- Assist the Chief Development & Marketing Officer as needed.
- Perform other duties as assigned.

Qualifications

- Commitment to BH's mission.
- Bachelor's degree
- 2-3 years of demonstrated experience in development database systems and operations, or similar capacity, is required.
- Experience with CRM databases is required. Salesforce experience preferred.

- Commitment to excellence and high standards.
- Highly organized with strong attention to detail.
- Passion, enthusiasm, focus, creativity, and a positive outlook.
- Excellent interpersonal, written, and oral communication skills.
- Strong research, problem-solving, and analytical skills.
- Ability to manage priorities and meet deadlines.
- Ability to work independently and as a member of various teams and committees.
- Ability to handle sensitive information in a professional manner and must be able to maintain confidentiality.?
- Proficient in MS Office Suite (Teams, Word, Excel, PowerPoint, and Outlook) and Zoom.
- Knowledge of Spanish is preferred.
- Able to work evenings and weekends when needed.

Work Environment

This position is based at BH's headquarters on the Upper West Side of New York and will have a hybrid in-person/remote schedule with three days a week in the office.?

Compensation

This is a full-time position for immediate hire. Salary and benefits are competitive with nonprofit organizations of comparable scope and scale. The salary range for this position is \$50,000-\$60,000. We offer a comprehensive benefits package, including health insurance, 403(b) retirement savings plan, and flexible paid time off.

To Apply

For expressions of interest or nominations please contact: Mary-Ellen Betterton, Betterton Associates, LLC, at maryellen.betterton@gmail.com (212) 951-0757

COVID-19 Protocols

Those who are offered a position with BH will be required to provide confirmation of a completed COVID-19 vaccination as a condition of employment. To assist any individual who is unable to be vaccinated because of a medical condition or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, BH will engage in an interactive process to determine if a reasonable accommodation can be provided, so long as it does not create an undue hardship for the BH and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request accommodation, please notify BH Human Resources in writing at fpandian@ballethispanico.org.

Ballet Hispánico is an equal opportunity employer.

Ballet Hispánico
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New York, NY, 10024
<https://www.ballethispanico.org/>

For more information:
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