

Tuesday, June 27, 2023

Development Director

Company: Syracuse City Ballet
Location: Syracuse , NY
Compensation: 20,000-40,000

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Job Description: Oversee Syracuse City Ballet's fundraising efforts by building and maintaining relationships with individuals and organizations to secure philanthropic support as well as by writing grants.

Duties:

- Collaborate with the Artistic Director and Board of Directors to create and implement a fundraising plan
- Establish agreed-upon objectives and track progress by benchmarking these goals.
- Collaborate with the Marketing/Communications team to develop a digital fundraising strategy
- Update board with regular and scheduled progress reports.
- Collaborate with a network to identify and build relationships with new donors
- Maintain and strengthen relationships with existing donors
- Obtain financial support from individuals and corporate organizations
- Manage fundraising and special events
- Generate development materials such as grant proposals and print and digital materials in collaboration with the Marketing/Communications team and Artistic Director
- Manage the implementation and build out of development software and maintain the donor database
- Manage staff responsible for data entry and gift processing
- Prepare donation acknowledgment letters (for signature by the executive staff and/or Board of Directors); and develop other materials and programs to express appreciation to our donors

Preferred Requirements:

- Bachelor's degree, preferably in business, non-profit management or related field
- Demonstrated ability of donor management and corporate sponsorships
- 4+ years of sales or business experience
- Proficient with sponsorship solicitation
- Excellent computer skills
- Proficient with MS Office applications
- Proficient with social media platforms
- Excellent understanding of development best practices
- Outstanding communication skills, both verbal and written.
- Ability to work independently and take initiative.
- Available to work weekends and evenings
- Valid driver's license and proof of Covid-19 Vaccination

Syracuse City Ballet
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