



BalletX

Director of Development Job Description

BalletX is seeking a dynamic Director of Development to join our administrative team and play a pivotal role in the next chapter of our growth and success. As we prepare for our landmark 20th Anniversary Season, BalletX is expanding both artistically and organizationally. This is an exciting moment for our company, and we're looking for a strategic and energetic development leader to drive our fundraising initiatives and support our mission to expand the vocabulary of contemporary ballet for all audiences.

In this key leadership role, you will report directly to the Artistic & Executive Director and Managing Director, collaborating with a passionate and forward-thinking team committed to the sustainability and growth of BalletX. You will work closely with the executive team to align fundraising priorities with the company's long-term vision, helping to shape the future of BalletX. You will oversee a talented development team, including the Director of Major Giving; the Donor Engagement Manager, who focuses on annual fund giving and special events; and the Patron Services Manager, who leads box office operations. Together, you'll develop and execute strategies to secure both immediate and long-term funding, ensuring BalletX reaches its financial goals while deepening relationships with supporters.

This is an incredible opportunity to lead within a dedicated, creative team and contribute directly to the continued success of a company renowned for its bold and innovative work. If you are a driven and strategic fundraising professional who thrives in a collaborative, goal-oriented environment, we'd love to hear from you. Join us at BalletX and become a key player in advancing a vibrant artistic mission that brings people together through the transformative power of dance.

To learn more about BalletX, our mission, and our unique programs, visit www.BalletX.org.

This position is full-time with a salary range of \$90,000-\$100,000 (commensurate with experience) and accompanying benefits. BalletX is an equal opportunity employer.

Position Overview:

The Director of Development is responsible for leading and executing BalletX's comprehensive fundraising strategy, which includes major giving, annual fund campaigns, corporate and institutional giving, board engagement, and special events.

Responsibilities (including but not limited to):

Planning, Leadership & Administration

- Collaborate with the Managing Director to lead the preparation of annual and multi-year fundraising plans, goals, and budgets.

- Lead the fundraising team in the implementation, execution, and evaluation of these plans, ensuring they meet organizational goals and align with BalletX's mission.
- Spearhead strategy development for pipeline growth and external networking to expand BalletX's community of supporters.
- Maintain and uphold data integrity across all development operations, ensuring accurate reporting and efficient tracking of donor engagement in BalletX's CRM, PatronManager.

Major & Annual Fund Giving

- Prospect, qualify, and manage a portfolio of 80+ major donors, expanding and diversifying BalletX's Major Giving portfolio while cultivating strong, lasting relationships.
- Achieve annual and multi-year Major Giving goals, working with the Director of Major Giving to secure approximately \$1.5 million in annual revenue.
- Oversee the Donor Engagement Manager in the planning, execution, and evaluation of Annual Fund campaigns and solicitations, with the goal of raising approximately \$400k annually.
- Collaborate with the Director of Major Giving and the Artistic & Executive Director in the growth and development of the Legacy Society, BalletX's planned giving program, including cultivating potential planned giving donors.
- Oversee the Development team in achieving goals for BalletX's signature fundraising event, The Premier Party, aiming to generate approximately \$500k annually.

Board Giving

- Lead and oversee the achievement of annual and multi-year Board Giving goals, including securing Board pledges and contributions.
- Serve as the staff lead for the Board Advancement Committee, providing guidance and support to Board members in their fundraising efforts.
- Collaborate closely with the Artistic & Executive Director to support Board prospecting, recruitment, and development.

Corporate & Institutional Giving

- Achieve annual and multi-year Corporate Giving goals, including securing approximately \$75k in annual revenue and developing and managing a portfolio of 20+ corporate donors, fostering strong partnerships and ensuring effective stewardship.
- Collaborate with the Managing Director on institutional prospect research, cultivating relationships and developing strategic proposals for institutional funders.
- Lead the preparation and submission of EITC applications, renewals, and solicitations, maximizing available tax credits.

Qualifications

- 5+ years of experience in development and fundraising, with a demonstrated track record of success in major gifts, annual fund campaigns, corporate giving, and event planning.
- Proven ability to develop and execute comprehensive fundraising strategies that drive revenue growth.
- Strong portfolio management experience, including prospecting, research, and donor engagement.
- Excellent communication and interpersonal skills, with the ability to build relationships with high-level donors, Board members, and staff.
- Experience leading and managing a development team, with the ability to inspire, motivate, and drive results.

- Experience working with high-net-worth individuals, corporations, and institutions, and familiarity with institutional funding sources.
- Proficient in donor management software (e.g., PatronManager, Raiser's Edge) and Microsoft Office Suite; familiarity with EITC applications is a plus.
- A passion for the arts, with a commitment to the mission of BalletX and its vision for the future.

To Apply

To apply, please send your cover letter, resume, and three references to BalletX at jobs@balletx.org. BalletX will review applications on a rolling basis until the position is filled.