



BalletX

Donor Engagement Manager Job Description

BalletX is looking for a passionate and proactive Donor Engagement Manager to join our team and play a vital role in the growth of our organization. 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 seeking an engaging, energetic, and goal-oriented fundraising professional to support our mission to expand the vocabulary of contemporary ballet for all audiences.

In this important role, you will report to the Director of Development and work closely with the Director of Major Giving to manage a portfolio of annual fund donors, lead campaign initiatives, support our development infrastructure, and organize key fundraising events, including our signature gala. Your efforts will directly impact BalletX's ability to meet its fundraising goals and ensure meaningful engagement with donors, building strong, lasting relationships along the way.

This is a unique opportunity to work within a creative, driven team that is committed to the success of a forward-thinking arts organization. If you're a detail-oriented professional who thrives in a collaborative, fast-paced environment and is motivated by the chance to make an impact and build relationships, we'd love to meet you.

Become a key part of the BalletX family and help us continue our legacy of innovation and excellence in 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 \$50,000-\$65,000 (commensurate with experience) and accompanying benefits. BalletX is an equal opportunity employer.

Position Overview:

The Donor Engagement Manager supports BalletX's fundraising efforts by managing a portfolio of individual donors giving between \$1k-\$5k, overseeing Annual Fund campaigns, and coordinating special events. This role works across the team to ensure seamless donor engagement and foster lasting relationships with our supporters.

Responsibilities (including but not limited to):

Annual Fund Giving

- Lead the planning, execution, and reporting for Annual Fund campaigns, solicitations, and renewals, with a target of raising approximately \$400k annually.
- Develop and manage a portfolio of 200+ donors contributing between \$1k and \$5k, ensuring portfolio growth and long-term donor retention.
- Oversee the stewardship and benefits administration for Annual Fund donors, ensuring timely and personalized communication.

- Collaborate with the Marketing team to set goals and implement strategies for the Young Patrons Circle, increasing engagement and support.

Special Events

- Lead the planning, coordination, and execution of all fundraising special events, overseeing logistics, communications, and volunteer management.
- Serve as the primary logistical lead for The Premier Party, BalletX's signature annual fundraising gala, which raises \$500k annually. Manage venue, vendor, and volunteer logistics, as well as ticketing, event communications, and website administration.
- Act as the staff lead for the Board Events Committee, ensuring alignment with fundraising objectives and assisting with event-related tasks.

General Fundraising Support

- Coordinate donation logging and acknowledgements, ensuring that all donors receive timely recognition for their contributions.
- Assist the Development team with stewardship and benefits administration for both individual and institutional donors, ensuring a seamless donor experience.
- Collaborate with the Development team in the prospecting and development of the Legacy Society, BalletX's planned giving program.
- Coordinate seatback notecards for BalletX's performance series, fostering a personal connection with our audience.
- Maintain and uphold data integrity across all development operations to ensure accurate reporting and efficient tracking of donor engagement, and build reports and dashboards as necessary in BalletX's CRM, PatronManager.

Qualifications

- 3+ years of experience in development, fundraising, or donor relations.
- Proven track record of success in managing annual fund campaigns, special events, and donor stewardship.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with donors, board members, and staff.
- Demonstrated ability to manage a portfolio of individual donors and achieve fundraising goals.
- Experience with event planning and coordination, including logistics, vendor management, and volunteer coordination, particularly for large fundraising events.
- Excellent organizational skills, with the ability to manage multiple tasks, deadlines, and priorities in a fast-paced environment.
- Proficiency in donor management software (e.g., PatronManager, Raiser's Edge, or similar systems) and Microsoft Office Suite.
- High attention to detail and a commitment to data integrity, with experience in tracking and reporting on donor engagement and campaign results.
- Ability to work independently and as part of a team, demonstrating flexibility, initiative, and a proactive approach to problem-solving.
- A passion for the arts, with a strong belief in BalletX's mission and 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.