



**Position Title:** Director of Major Gifts  
**Department:** Development  
**Reports To:** Chief Development Officer

Kansas City Ballet is seeking an experienced professional to work in a fast-paced environment as part of a highly dedicated development team. The ideal candidate will have a passion for the arts and understand the unique challenges of working for a performing arts organization.

**SUMMARY:** The Director of Major Gifts secures major gifts for Kansas City Ballet by managing a group of assigned, qualified donors (portfolio of 100-150) assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement. The benefit of this position will be the satisfaction of helping donors fulfill their passions and interests through their giving to Kansas City Ballet. This position is exempt.

**Approximate hours per week required by position:** This position requires 40-45 hours per week. During the performance season this will increase due to time at the theater as well as donor related events. Evening and weekend hours expected.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- With the CDO qualify a portfolio of donors.
- Create individual goals for each person in the portfolio based on the donor's history of giving and the Ballet's knowledge of that donor's potential.
- Create a plan for each donor that will serve as a foundational communication and marketing plan for each person in the portfolio; will on a timely basis execute that plan so individuals in the portfolio are retained and upgraded.
- Partner with volunteers, board members, senior staff, and/or development officers on cultivation, solicitation and stewardship activities.
- Be knowledgeable of Kansas City Ballet's production schedule, programs, and long-range plans, including budgets, to create offers, proposals and asks that will be used with persons in the portfolio to secure gifts.
- Create bi-weekly reports that accurately reflect portfolio activity and performance.
- Participate as a member of the major gifts and endowment campaign team, contributing to the development of an overall strategic plan to cultivate, solicit and steward individuals and families and serve on the Endowment Campaign Cabinet.
- Staff liaison for the Ballet Guild, Legacy Society and Emeritus Council.

#### **Stewardship**

- Implement planned programmatic and personalized recognition activities and donor benefits. Evaluate and work to enhance the effectiveness of the recognition program.
- Monitor unitization reports of endowed funds.
- Oversee pledge fulfillment process for endowed and legacy gifts.
- Oversee the acknowledgement process for endowed and legacy gifts.
- Review and insure accuracy in program-related donor listings in the program, newsletters, on the website, and in other publications and media.

**Additional expectations**

- Develop and maintain professional skills and relationships with peers in the major gift, legacy and endowment giving fields.
- Remain current on topics, laws, regulations and issues affecting the field of legacy giving.
- Assist with staffing of events as assigned.

**QUALIFICATIONS:** The successful candidate is a polished professional with a minimum of five years of experience in individual fund raising (preferably major gift); strong preference for a candidate who holds a CFRE. Bachelor's degree from an accredited college or university; advanced degree is a plus.

Must be a strategic thinker capable of identifying and creating the most advantageous estate and financial planning tools applicable to the specific needs and desires of individual donors, as well as assisting and collaborating with donors' advisors in the structuring and implementation of planned giving strategies. A passion for the arts, especially dance, is a definite plus.

**Additional qualifications:** Excellent interpersonal, communication, writing, and organizational skills. Attention to detail and accuracy, flexibility, a proven success in face-to-face solicitations and in providing superior service to donors.

Skills in identifying and soliciting new gifts from potential donors and increased gifts from current donors. Ability to maintain confidentiality and adhere to the AFP Code of Ethics and Donor Bill of Rights. Ability to work effectively with volunteer leadership and other staff.

Knowledge of Microsoft Office products and development database applications. Experience with Tessitura a plus. Must be available to work nights and weekends

**Special Job Characteristics:** Ability to work as a self-starter in fast-paced team environment, including high-pressure situations with staff and patrons. Interest/background in the arts preferred. Experience/interest in dance and ballet specifically is a plus.

**PHYSICAL DEMANDS:** Bending, stooping, sitting, and sometimes lifting up to 20lbs. Irregular working hours, some evening and weekend work is required.

Please direct inquiries and forward a cover letter and resume to: Jennifer Wampler, CFRE, Kansas City Ballet, 500 West Pershing Road, Kansas City, MO 64108, [jwampler@kcballet.org](mailto:jwampler@kcballet.org).

Kansas City Ballet is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, religion, national origin, sexual preference, age, non-job-related disability or marital status.