



## Director of Development

### **About Ballet Memphis**

Ballet Memphis aspires to reveal and celebrate the universality of the human experience through dance and movement. The organization was founded in 1986 with the mission to create a ballet company that is reflective of our community and the nation by creating, presenting and teaching ballet in a way that celebrates the human spirit. Over the years, our professional company has developed an extensive original repertoire that spotlights the unique cultural significance of our region. This work has been shared with audiences at home and at venues around the nation, including the Joyce Theater in New York City and the John F. Kennedy Center for the Performing Arts in Washington, D.C., among others. Today, Ballet Memphis operates through four program pillars: a professional dance company, a ballet school and advanced youth ensemble, robust Pilates and wellness offerings, and a growing body of community impact work.

### **Purpose**

The Director of Development plans, develops, and implements strategies that grow and engage Ballet Memphis' donor base. The Director will collaborate closely with the Executive Director.

### **Reporting**

The position reports to the Executive Director and serves as a member of the Senior Leadership Team. Direct report: Advancement Associate.

**Salary Range:** \$90,000 - \$100,000



### **Key Responsibilities**

- Develop and oversee annual development plan that includes providing strategic vision, oversight, internal reporting, and execution to sustain and grow programs for:
  - Major Gifts
  - Annual Fund
  - Corporate Sponsorships
  - Private and Public Grants
  - Special Events
  - Planned Giving
- Provide prospect support and management for the Executive Director
- Manages expense budgets and provides expense and revenue projections
- Manages prospect pipeline processes
- Collaborates with Executive Director for Board support and engagement, including:
  - Coordinating meeting schedule for the Board and committees
  - Recording minutes for board meetings
  - Gathering and Preparing reports and documents for timely distribution
- Partners with marketing to maximize patron loyalty and revenue
- Attend performances and events to cultivate and engage donors
- Works closely with the Ballet Memphis School and Ballet Memphis Pilates programs to cultivate and engage with prospective patrons
- Additional duties as assigned



### **Requirements**

- Bachelor's Degree required
- 5+ years of relevant experience in nonprofit fundraising
- Proficiency in Microsoft Office
- Experience with patron databases such as Spectrix, Theater Manager, or similar
- Detail oriented
- Passion for the arts
- Excellent writing and verbal skills
- Skilled at relationship building and cultivation
- Proficiency with budget creation, tracking and reporting

*Ballet Memphis is an equal opportunity employer and do not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry or age. In addition, Ballet Memphis does not discriminate against qualified individuals with disabilities or any other legally protected status within applicable federal or state law.*

This is a salaried full-time position with compensation commensurate with experience; benefits and 401(k) match offered. Send cover letter and resume to [Careers@BalletMemphis.org](mailto:Careers@BalletMemphis.org).