



Position Description: Development Administrator

Reports To: Chief Advancement Officer

Type: Full-Time with Benefits

Company Overview

Colorado Ballet is a Denver-based non-profit organization celebrating 62 years of excellence. Our mission is to present exceptional classical ballet and contemporary dance through performances, training, education and community engagement while inspiring and growing an increasingly diverse audience base.

Position Overview

The Colorado Ballet Advancement department is responsible for all aspects of the contributed revenue portion of the organization's annual budget.

Colorado Ballet uses a customer relationship management system (CRM) called Tessitura, a third-party software designed primarily to support performing arts companies and used around the world. It's the entry point and central repository for all information about our patrons including ticket purchases, donations, classes in our teaching academy, and our education department. It also passes summarized financial information to the backend accounting system.

The Development Administrator is an administrative role that supports the Advancement department primarily with gift entry, donor acknowledgement and tax receipt processing, team portfolio maintenance, campaign and appeal administration, membership administration, list pulls, and reporting. This position reports to the Chief Advancement Officer. It is a full-time, benefited position with Colorado Ballet, Monday-Friday 9am -5pm, with occasional non-traditional evening and weekend hours.

Key Duties and Functions:

- Ensure accurate and timely data entry
- Maintain up-to-date donor contact information and giving histories
- Collaborate with finance to ensure accuracy of donor data and funds raised
- Create and manage campaigns, appeals, funds, and portfolios
- Oversee the administration of donor membership levels and benefits
- Create and send acknowledgment and tax information
- Generate renewal letters, pledge reminders, and invoices
- Manage the Enterprise Zone Tax Credit program
- Generate donor and patron reports and lists as requested
- Create and manage online giving and event ticketing pages
- Process and track RSVPs and ticket purchases for various Advancement events

- Support the annual Gala and other special events
- Other duties in support of the Advancement department as assigned

Position Requirements

- Proven experience working with a CRM or database system (Tessitura experience is a plus)
- Minimum 2 years general office and data entry experience
- Bachelor's degree is preferred
- History of exceptional customer service in person, over the phone, and via email
- Ability to maintain and protect confidentiality of sensitive materials
- Flexibility to occasionally work evenings and weekends: travel is not required
- Solid ability with Microsoft Office suite of products
- Strong organizational skills and attention to detail
- Patience and the ability to remain positive and professional during stressful situations are essential

How To Apply

Application deadline January 2, 2023. Please send your resume and cover letter to:

HR@coloradoballet.org

Submissions without these required items will not be considered. No phone calls please. Colorado Ballet is an Equal Opportunity Employer. To fulfill our mission, Colorado Ballet is dedicated to building and sustaining an organizational culture grounded in diversity, inclusion, accessibility, and belonging. We are committed to hiring people who reflect and represent the rich diversity of the children, families, and communities with whom we work. Black, Indigenous, people of color, persons with disabilities, persons from underrepresented ethnic groups, immigrants, LGBTQIA+ persons are especially welcome and strongly encouraged to apply.

Colorado Equal Pay for Equal Work Act (SB 19-085) Information:

Salary range \$45,000 - \$55,000

Competitive paid time off and holidays

Comprehensive benefits package including LTD, medical, dental, and vision plans

401(k) retirement plan with employer match