



# TEXAS BALLET THEATER

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Hiring Company Name: Texas Ballet Theater  
Hiring Company Industry: Performing Arts  
Position Title: **Development Associate**  
Reports To: Director of Development  
Location: DFW Metroplex

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth – the Winspear Opera House and Bass Performance Hall.

Our internationally recognized Company is built on a rich 55-year history, and boasts a repertoire that is creative, artistically expressive and collaborative.

## **SUMMARY**

The chosen candidate for this position will be responsible for providing administrative support to current fund raising activities. The Development Associate manages all gift processing as well as written donor recognition and acknowledgements in a timely manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### **Data Entry and Gift Processing**

- Enter all gifts, pledges and in-kind donations into Tessitura within 48 hours of receipt.
- Generate thank you letters and donor receipts. Ensure accuracy and compliance with IRS charitable giving guidelines and internal policies and procedures.
- Prepare supplemental thank you materials, as appropriate, based upon relationship with specific donors and their primary TBT contact.
- Regularly demonstrate sound judgment and discretion with confidential information.

### **Reporting and Record Maintenance**

- Route daily cash receipt and pledge receipt reports to finance department.
- Constituent Tessitura record maintenance (update names, contact information, biographical information, recognition preferences, do-not-call/mail preferences based on donor feedback, etc.).

- Work as an integral part of the Development team to engage in strategic and purposeful use of Tessitura database to strengthen development practices.
- Establish and maintain organized paper and electronic filing systems according to office procedures and to ensure the expeditious retrieval of information.
- Gather and maintains data and research on current and prospective donors.

### **Development Team Administrative Support**

- Assist in preparing reports, correspondence, templates and grants as needed.
- Coordinate logistics of large mailings for annual fund and events.
- Assist senior development staff with day-to-day management of development projects
- Other duties as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION**

Bachelor's Degree from an accredited university preferred.

### **EXPERIENCE**

1-2 years administrative experience, preferably with an arts organization. Tessitura database experience is required and general understanding of development processes highly preferred.

### **REQUIRED SKILLS**

- Efficient with acute attention to detail.
- Critical thinking and planning skills.
- Exceptional multi-tasking skills to manage diverse activities and set priorities.
- Demonstrated capability and maturity to protect confidential information and build trust and rapport with prospects and donors for a longstanding, meaningful relationship with TBT.
- Proactive style, able to move forward and implement decisions even when obstacles are encountered.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret complex instructions and correspondence, financial reports, grant requirements and legal documents. Ability to write professional correspondence; effectively present one-on-one or to small and large groups of donors, clients, board members and other staff members of the organization and community.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

### **COMPUTER SKILLS**

To perform this job successfully, an individual should have solid knowledge of database software; internet software; reporting processing systems; spreadsheet software and word processing software, i.e., MS Word, Excel and PowerPoint. **Tessitura experience is required.**

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished written, oral, or diagram form, ability to deal with problems involving several concrete variables in standardized situations and ability to address customer and employee personalities in various business situations. Ability to define problems, collect data, establish facts and

draw valid conclusions. Ability to interpret variety of complex or technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **APPEARANCE AND GROOMING**

All staff members are required to follow the guidelines set forth by Texas Ballet Theater management. Professional style, image and demeanor are required for this position.

### **LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will basis.

### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required. May include lifting up to 25 pounds on occasion. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

### **HOW TO APPLY**

To apply, send cover letter outlining aptitude and interest and resume via email to [jill@texasballet.org](mailto:jill@texasballet.org). No phone calls please.

**Texas Ballet Theater is an equal opportunity employer.**

**Additional information: [texasballettheater.org](http://texasballettheater.org)**