



TEXAS BALLET  
THEATER

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Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: **Major Gift Officer**

Reports To: Development Director

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 53-year history, and boasts a repertoire that is creative, artistically expressive and collaborative.

#### **SUMMARY**

The Major Gift Officer is responsible for actively managing the strategic planning, solicitation process, direct communications and high-touch stewardship activities to acquire and retain donors within the DFW Metroplex.

The Major Gift Officer will specifically lead the solicitation process for a personal prospect portfolio of 125 – 150 mid-level major donors and prospects (each with a philanthropic capacity to contribute \$10,000 - \$100,000 annually) with the ultimate goal of increasing annual contributed revenue by approximately \$500,000+ in the first year, building to \$1.0 million+ annually over two years.

The Major Gift Officer will work collaboratively with TBT Development staff towards achievement of the overall 2015-2016 team goal of \$4,125,000.

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

- Work collaboratively with Director of Development, Development team and Board of Directors to direct the strategic prospecting, identification, cultivation, solicitation and stewardship of donor prospects.
- Implements effective fundraising strategies for increased giving. This includes development and implementation of customized action plans based on listening to and clarifying prospects' motivations for involvement and investment.
- Complete a minimum of 15 substantive contacts monthly within the DFW Metroplex to identify, cultivate, solicit and steward major giving portfolio.
- Participate independently and with volunteer leaders as appropriate in a minimum of three (3) face-to-face solicitations monthly of mid-level major donors (\$10K+).

- Prepare professional written proposals, gift agreements and other materials needed to define, secure and document major gifts. Record and track all portfolio activities within Tessitura.
- Ensure financial revenue targets and portfolio benchmarks are met through regular review of goals.
- Participate in the development of marketing materials for major gift cultivation and stewardship activities/events in partnership with the Development team.
- Attend periodic donor events and community events as needed to cultivate and steward donors.

## **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 in Non-Profit Management, Communications, Public Relations, Finance or a related field; CFRE (Certified Fund Raising Executive) certification preferred.

## **EXPERIENCE**

- Minimum of five years experience in one or more of the following areas: Non-profit management, Fundraising, Public Relations, Communication or Marketing with experience in working with a Board of Directors.
- Demonstrated success in leading significant fundraising campaigns for a respected, not-for-profit institution. Strong donor relations required.
- History of using data, financial indicators/analysis to evaluate strategic options.

## **REQUIRED SKILLS**

- Demonstrated success in leading significant fundraising campaigns for a respected, not-for-profit institution, preferable in the performing arts.
- Strong affinity with the performing arts community including:
  - Appreciation for, and a significant knowledge of, non-profit performing arts.
  - Knowledge and interest in ballet.
- Strong team-building skills, supported by a positive attitude and mature personality conducive to interact effectively with diverse groups.
- Ability to effectively communicate the mission, goals and story of TBT in oral, written and mix media presentation.
- Exceptional fundraising strategic planning, project management, organizational skills and 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.
- Displays organizational values by keeping commitments, inspiring the trust of others, upholding organizational morals and values. Unquestioned personal integrity.
- Proactive style, able to move forward and implement decisions even when obstacles are encountered.
- Dynamic, energetic, creative and socially adept with demonstrated leadership skills.
- Long-term strategic thinking with the ability to tactically implement.
- Prior history of maintaining positive relationships with staff, boards, donors, volunteers and community.
- Schedule flexibility to periodically travel to conferences, workshops and attend after hour events.

## **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 and ability to apply concepts of algebra.

**COMPUTER SKILLS**

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

**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, resume and names/contact information for three professional references 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)**