



# TEXAS BALLET THEATER

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Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: **Development Director**

Reports To: Executive 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 56-year history, and boasts a repertoire that is creative, artistically expressive and collaborative.

## **SUMMARY**

Reporting directly to the Executive Director, the Development Director will manage Texas Ballet Theater's Development team and lead all capital and other annual fundraising efforts in order to sustainably increase the financial resources available to Texas Ballet Theater. This individual will lead the ongoing strategic planning process that identifies development team goals as well as the specific strategies and action steps necessary to achieve such objectives.

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

- The Development Director is responsible for prospecting, identification, cultivation, solicitation and stewardship of a personal portfolio consisting of 125 – 150 major donors and prospects (each with a philanthropic capacity to contribute \$10,000 - \$100,000 annually).
- Complete a minimum of 15 substantive contacts monthly within the DFW metroplex to identify, cultivate, solicit and steward major giving portfolio.
- Work collaboratively with Executive Director, Development team and Board of Governors to implement effective fundraising strategies for increased giving.

- Establish and maintain strong relationships within the community to strengthen and build Texas Ballet Theater's positive image and financial support for its arts mission.
- 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.

### **SUPERVISORY RESPONSIBILITIES**

- The Development Director is responsible for supervising, selecting, hiring, advancing, and mentoring the Development team – Major Gifts, Annual Giving, Special Events and Grants.

### **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 Managing) certification preferred.

### **EXPERIENCE**

- Minimum of ten years' experience in one or more of the following areas: Non-profit management, Fundraising, Public Relations, Communication or Marketing with experience 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.

### **Description of Responsibilities/Essential Functions:**

The following list is illustrative and is not intended to describe every function that may be performed in this job. The omission of specific statements does not preclude the Board of Governors and/or Executive Director from assigning specific duties not listed, if such duties are a logical assignment to the position.

#### **1. Annual Operational Fundraising**

- Oversee accounting of all annual fundraising activities, reporting regularly to Executive Director.
- Working with metrics determined by the Executive Director, expand the overall number of contributors and dollars contributed to TBT annually.
- Design and implement a dynamic schedule of fundraising events that meets the needs of a diverse community, supports the annual budget, and strives to grow at a percentage determined the beginning of the year by the Board of Governors and the Executive Director.
- Oversee all gift receipts and acknowledgements that go toward supporting the annual budget.

#### **2. Long-term Fundraising**

- Oversee accounting of all long-term fundraising activities, reporting regularly to Executive Director to ensure long-term solvency.
- Working with metrics determined by the Executive Director prior to the beginning of every fiscal year, develop the planned giving program by growing the number of planned gift participants yearly.
- Working with the Grants Manager, secure grants to support all of TBT's long-term accounts.
- Work with Executive Director to develop and expand the TBT Endowment, primarily through planned giving. The endowment should grow by a percentage determined by the Executive Director prior to the beginning of every fiscal year.

- Oversee gift receipts and acknowledgements that go toward supporting long-term financial health.

### **3. Leadership Gifts**

- Working with metrics determined by the Executive Director prior to the beginning of every fiscal year, grow the general membership and increase the overall revenue of The Barre Society .
- Work with Executive Director and other Development staff to maintain a detailed, dynamic, and user-friendly membership database for ongoing TBT use.

### **4. Volunteer Recruitment**

- Expand pool of reliable volunteers every year.
- Working with other staff, ensure all volunteers are effectively integrated into TBT plans and procedures through training.

### **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 advanced algebra. Experience in accounting principles is preferred.

**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. Social media skills 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 [cave@martsandlundy.com](mailto:cave@martsandlundy.com). No phone calls please.

**Texas Ballet Theater is an equal opportunity employer. Additional information: [texasballettheater.org](http://texasballettheater.org)**