

# TBT

## TEXAS BALLET THEATER

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Hiring Company Name:	Texas Ballet Theater
Position Title:	Director of Development, Exempt.
Reports To:	Executive Director
Location:	Headquarters in Fort Worth Texas (in-person) with travel through the DFW metroplex

### Organization Overview

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 a resident company for leading performance venues in Dallas and Fort Worth –Winspear Opera House and Bass Performance Hall. Our internationally recognized Company is built on a rich 60-year history and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Texas Ballet Theater is committed to equality and social justice. We commit to a safe space for LGBTQIA+ Communities.

### What We Have to Offer You

- Benefit package which includes health insurance, time off benefits and matching 403B (within allowable limits).
- A respected and successful company.
- Being a part of the arts while investing in the Fort Worth and Dallas communities.
- A leadership team dedicated to students and dancers, and to achieving the mission.

### About Your Manager

- Sets high standards.
- Fact Oriented.
- Resolute, driven to accomplish tasks.
- Passion for Ballet and training the next generation of artists, athletes, and aficionados.

### Position Description

TBT requires a creative, hands-on Development Director to capture TBT's momentum and invigorate annual fundraising efforts in anticipation of a capital campaign. To achieve this goal, the Development Director will lead the effort to attract major individual donors and institutional donors while directly supervising event-driven fundraising. With TBT's artistic excellence and international acclaim well-established, the Development Director's team will support educational and community programs across North Texas, thereby bringing dance

to diverse constituencies and enhancing the artistic & cultural milieu across the region. Finally, the Development Director will manage a committed team of staff and Board volunteers, requiring a mature executive capable of maintaining TBT's collaborative culture while leading fundraising efforts from the front lines.

**Essential Duties and Responsibilities include, but are not limited to:**

Reporting directly to the Executive Director, the Development Director will manage Texas Ballet Theater's Development department and lead all annual fundraising efforts to sustainably increase TBT's available financial resources and support and/or lead capital campaign efforts. 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:

- 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 a 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.
- Establish financial revenue targets with the Executive Director and forecast progress towards achievement.
- 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.
- Supervise, select, hire, advance and mentor the Development team: Major Gifts, Annual Giving, Special Events, and Institutional Giving.
- Oversee all gift receipts and acknowledgments that go toward supporting the annual budget, ensuring the timely and accurate creation and dissemination of communications.

**Annual Operational Fundraising**

- Oversee the planning and execution of all annual fundraising activities, reporting regularly to the 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 at the beginning of the year by the Board of Governors and the Executive Director.

**Long-term Fundraising**

- Oversee the planning and execution of all long-term fundraising activities, reporting regularly to Executive Director to ensure long-term solvency.
- Working with metrics established jointly with the Executive Director before the beginning of every fiscal year, develop the planned giving program by growing the number of planned gift participants yearly.
- Working with Development team to secure grants to support all of TBT's long-term accounts.
- Work with the 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 before the beginning of every fiscal year.
- Oversee gift receipts and acknowledgments that go toward supporting long-term financial health.
- Expand TBT's Corporate Giving.

- Work with the Development staff to maintain an updated, detailed, database which will be utilized in a dynamic manner for TBT.

#### Volunteer Recruitment

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

#### **Qualifications/required skills:**

- At least five (5) years of experience in Nonprofit management and fundraising,
- Demonstrated success in leading significant fundraising campaigns for a respected, not-for-profit institution, including strong donor relations experience.
- Proven ability to build and lead a team to success and foster a culture of accountability, inclusiveness, teamwork, and collaboration with others; experience implementing and managing performance measurements to achieve success.
- Experience collaborating with and managing a Board of Governors comprised of prominent members of the community.
- History of using data and financial indicators/analysis to evaluate strategic options.
- Experience maintaining positive relationships with staff, boards, donors, volunteers, and the community.
- An affinity for the performing arts and ballet is required, with experience attracting support for the performing arts strongly preferred.
- Capital campaign experience is strongly preferred.
- Proven experience developing and maintaining a multi-year budget.

#### **Attributes Needed to Be Successful**

**Leadership:** Ability to foster a collaborative and proactive work environment, be a role model for building strong donor and partner relationships, and drive accountability toward team goals.

**Problem-Solving:** Strong analytical and critical-thinking skills to assess complex issues and devise effective solutions. Proactive style, able to move forward and execute even when obstacles are encountered.

**Communication:** Excellent verbal and written communication skills, including demonstrated ability to develop creative and professional content. Strong interpersonal skills to interact and build trust with internal and external team members, partners and stakeholders.

**Organizational Skills:** Exceptional organizational abilities to manage multiple tasks, projects, and priorities simultaneously while meeting commitments and deadlines.

**Attention to Detail:** Meticulous approach to content professionalism and quality, maintaining accurate records, managing budgets, consistent execution and follow-up, and ensuring TBT standards are met.

**Adaptability:** Flexibility to adapt to changing circumstances, priorities, and situations in a dynamic environment.

**Represent TBT with integrity, credibility, and curiosity.**

Please submit resumes and cover letter to [dmcgconsult@gmail.com](mailto:dmcgconsult@gmail.com).