



Position Profile

TEXAS BALLET THEATER

DIRECTOR OF

DEVELOPMENT

October 2025

Texas Ballet Theater invites applications and referrals for the position of Director of Development. This is a great opportunity for a talented and ambitious leader with a history of achievement. Candidates from diverse backgrounds are strongly encouraged to apply.

The Organization

Introduction

Since its founding in 1961, Texas Ballet Theater (TBT) has evolved from a small regional ballet company in Fort Worth to the internationally recognized and metroplex-wide organization it is today, boasting a repertoire that is creative, artistically expressive, and collaborative. Through the organization's artistic offerings, impactful outreach initiatives, and diverse community partnerships, TBT continues to increase access to arts and arts

education in Fort Worth and Dallas. Leveraging the talent and hard work of its team and the support of its audiences TBT has consistently attracted the finest dancers and choreographers from around the world to North Texas. With facilities and programs across the metroplex, TBT is the only arts organization to serve as the resident company for both leading performance venues in Dallas and Fort Worth – the Winspear Opera House and the Bass Performance Hall.

Texas Ballet Theater's Mission

The mission of Texas Ballet Theater is to create, present and tour worldclass professional ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages.

Texas Ballet Theater School

Texas Ballet Theater School offers dance programs in Richardson and Fort Worth with classes that range from beginner ballet to elite professional training. The curriculum is designed to nurture more than 1000 aspiring artists by strengthening their technical dancing skills, creating a life-long appreciation for ballet, and helping develop critical life skills like confidence, discipline, and creativity, which enrich their lives long after classes have concluded.

Preschool & Student Division: In both Richardson and Fort Worth, classes range from creative ballet to advanced and pre-professional training during the school year and summer, supplemented by jazz, tap, and modern options for those seeking to broaden their skills across diverse disciplines. Beginning with foundational classes, students will be able to progress to intermediate and intensive levels, incorporating training elements and influences from the Royal Academy of Dance. Along with regular leveled classes, TBT offers boys-only classes for students ages 7 to 14 that focus on the specific strengths required for male ballet dances. Additionally, to reach more students in accessible and inspiring ways, TBT has partnered with Cook Children's in Fort Worth to bring ballet to dancers ages 4 to 8 with Down syndrome or similar diagnoses. For these classes, each child is partnered with a family member, parent, or adult sibling.

Professional Division: TBT's audition-only division programs educate, train, and prepare students for careers in professional dance. Students concentrate on advancing technique and developing artistry through intensive full-day instruction. These comprehensive programs provide the experience necessary to transition from student to professional dancer, all while offering personal attention in an

intimate, nurturing environment. The Professional Training Division, intended for advanced dancers ages 14 to 19, offers training six days per week in Richardson that emphasizes classical technique, pointe, variations, and modern dance. Students will have the opportunity to audition for the Dallas School Ensemble, which performs throughout the Metroplex. The Studio Training Company, intended for elite dancers ages 16 to 22, trains six days per week at TBTS Fort Worth and Richardson with a focus on classical technique, pointe, variations, and modern dance. Classes and rehearsals are led by TBT School Faculty and Artistic Staff, along with guest artists, giving dancers the unique opportunity to work with TBT's esteemed Artistic Staff. Additionally, the Men's Scholarship Program offers aspiring male dancers the extraordinary opportunity to receive uninterrupted ballet training year-round with renowned instructors and mentors. Those enrolled in the program are part of TBT's Men's and Professional Divisions, with placement determined by staff upon audition.

Community Impact

More than just a ballet company and school, TBT puts community at the heart of its mission by partnering with local organizations to bring dance to everyone, from preschool students to seniors. By making performances, classes, and hands-on experiences more accessible, TBT proudly helps more individuals share in the beauty of dance. Initiatives include the following:

CityDance: TBT partners with more than 50 schools in Dallas and Tarrant Counties to deliver beginner ballet classes to students in the DFW metroplex through an after-school program. The free five-week series

brings the joy of ballet to children within the community who may not otherwise have access to art and dance. To reach more students, TBT continues to partner with new schools every year and reaches over 1,000 students annually.

Unity Through Dance: To make performances more accessible to everyone in our community, we offer several programs that serve as an introduction and encourage a lifelong interest in ballet. TBT loves bringing the beauty of ballet to more than 55,000 students annually through the Student Matinee Series. In partnership with the Veteran Tickets Foundation, TBT donates tickets to each performance for currently serving military, veterans, and their families.

Career Days: There are many opportunities for careers in the arts industry, from artists to administrators. TBT participates in school Career Days and Fine Arts Days to introduce students to these opportunities.

The Opportunity

As audiences return to in-person performances across North Texas, TBT requires a creative, hands-on Development Director to capture this 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, requiring a mature executive capable of maintaining TBT's collaborative culture while leading fundraising efforts from the front lines.

Essential Duties & Responsibilities

Reporting directly to the Executive Director, the Development Director will manage Texas Ballet Theater's Development department and lead all capital and other annual fundraising efforts to sustainably increase TBT's available financial resources. 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.
- 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.
- Supervising, selecting, hiring, advancing, and mentoring the Development team: Major Gifts, Annual Giving, Special Events, and Institutional Giving.

Description of Essential Functions

Annual Operational Fundraising

- Oversee accounting 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.
- Oversee all gift receipts and acknowledgments that go toward supporting the annual budget.

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 before the beginning of every fiscal year, develop the planned giving program by growing the number of planned gift participants yearly.

- Working with the Institutional Giving 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 before the beginning of every fiscal year.
- Oversee gift receipts and acknowledgments that go toward supporting long-term financial health.
- Expand our Corporate Giving.

Leadership Gifts

- Working with metrics determined by the Executive Director before 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.

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.

The Ideal Candidate

Leadership

- Strategic thinker and self-starter with the ability to translate a concept into action that achieves organizational goals.
- Innovative leader with a hands-on and involved style marked by cooperation and a willingness to think creatively.
- A service-oriented person who inspires colleagues, staff, and the community through her/his/their knowledge, experience, creativity, vision, and dedication to the Texas Ballet Theater's mission.
- A tenacious leader who measures her/his/their success against standards of excellence, who consistently sets challenging but attainable goals, and who brings a track record of meeting and/or exceeding those expectations and goals.
- Hardworking individual who fully dedicates her/his/their energy to a cause and is willing to "go beyond the job description," including extending extra effort, when necessary, to see projects to successful conclusions.

Experience

- At least five (5) years of experience in one or more of the following areas: Nonprofit management, fundraising, public relations, communications, or marketing.
- Demonstrated success in leading significant fundraising campaigns of 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; experience implementing and managing performance metrics.

- Experience collaborating with, leading, 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 strongly preferred.
- Proven experience developing and maintaining a multi-year budget.

Skills & Knowledge

- Broad and deep knowledge of fundraising principles to be applied in the implementation of a comprehensive strategy, incorporating the acquisition of new major gifts and grants, annual appeals, donor cultivation, securing ongoing annual operating funds, and attracting project-based support.
- Skilled at reading people and forging cooperative efforts between and among staff and other departments of the organization, thereby leading teams to success and fostering a culture of accountability, inclusiveness, teamwork, and collaboration.
- Successful experience in and enthusiasm for donor cultivation and major gift solicitation.
- Experience overseeing the smooth and effective day-to-day functioning of a fund development department, and the leadership skills required to take on a management position.
- Strong team-building skills supported by a positive attitude and mature personality conducive to effective interaction with diverse groups.
- Persuasive and articulate communicator with excellent oral, written, and interpersonal communication skills who can represent TBT to diverse constituencies.
- Highly organized with the ability to independently handle multiple tasks in a fast-paced environment and meet deadlines and fundraising goals.
- Ability to move comfortably in a wide variety of social settings, including among people of substantial influence and wealth, and the ability to forge solid personal relationships.
- Demonstrated capability and maturity to protect confidential information and build trust and rapport with prospects and donors for a longstanding, meaningful relationship with TBT.
- 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.

Personal Characteristics

- Displays organizational values by keeping commitments, inspiring the trust of others, and upholding organizational morals and values. Unquestioned personal integrity.
- An individual who can work across a diverse set of disciplines, bridging a wide range of expertise, with a demonstrated ability to work with agility, efficiency, and diplomacy in a dynamic environment.

- A highly ethical person who exercises sound judgment in both day-to-day decisions and strategic issues.
- A self-motivated, resourceful, and reliable manager.
- Brings a positive attitude to interactions with staff, other senior management personnel, and funding sources.
- A leader who models professional courage, engages in trust-based debate, asks hard or unpopular questions, and is willing to say no.

Other Considerations

Compensation

TBT offers a competitive salary and full benefits including health and dental insurance, a 403B retirement plan, and paid vacation and sick leave. TBT also offers a diverse, congenial, supportive environment conducive to professional growth.

Location

Dallas, Texas, and/or Fort Worth, Texas

Travel

Moderate travel across the DFW metroplex, including some nights, weekends, conferences, and events

Education

Bachelor's degree from an accredited university in Non-Profit Management, Communications, Public Relations, Finance, or a related field, or commensurate experience. CFRE certification preferred.

Application Process

TBT is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

Candidates are invited to submit an expression of interest—typically a cover letter and resume—electronically and in confidence, to:

Robert Sweibel
Sweibel Arts
350 Cabrini Blvd, 6J
New York, NY 10040
jobs@sweibelarts.com

A review of prospective candidates will begin immediately and continue until the position is filled. Candidates of interest will be contacted. We regret that we're unable to follow up with every candidate. No phone calls, please. To learn more about the TBT, please visit TexasBalletTheater.org.