



Position Title:	Major Gifts Officer, Dallas Texas, Exempt
Reports To:	Director of Development
Location:	Hybrid; office located at the Texas Ballet Theater Dallas Preston Center School
Travel:	Travel across the DFW metroplex, including nights, weekends, and attendance of events and performances

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

- Compensation is competitive with comparable organizations and commensurate with capabilities, experience, and prevailing market trends.
- 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 the arts, our community and to achieving the organizational mission

Position Description

The Major Gifts Officer plays a vital role within the development team, responsible for cultivating, soliciting, and stewarding high-value donors, subscribers, and parents of TBTS students. to secure significant financial contributions. This individual will specifically lead the solicitation process for a personal prospect portfolio of mid-level and major donor prospects to help TBT cross the \$1 million threshold and beyond for individual giving while working collaboratively with the entire development staff towards the achievement of the overall annual development goal. The primary focus is on building strong, lasting relationships with major donors, understanding their philanthropic interests, and aligning their giving with the organization's mission and strategic goals. The Major Gift Officer proactively identifies potential major donors, develops tailored giving strategies, and manages personalized engagement plans to maximize gift potential. This position is essential in advancing the organization's fundraising goals and ensuring sustainable growth through targeted donor outreach and relationship management.

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

1. **Donor Identification and Qualification:** Conduct research to identify individuals, foundations, and corporate prospects with the capacity and interest in supporting Texas Ballet Theater at a major gift level. Maintain a portfolio of 125 to 150 major gift prospects in varying stages of cultivation, solicitation, and stewardship. Maintain monthly targets of 15 face-to-face visits and 30-50 moves. Support major gift outreach by the Executive Director, Chair of the Board, Development Committee Co-Chairs, Artistic Director, and Development Director with research and portfolio support.
2. **Relationship Building:** Cultivate personalized relationships with existing and prospective major donors through meetings, studio visits, behind-the-scenes tours, and exclusive events to deepen their engagement with the ballet.
3. **Solicitation:** Develop customized fundraising strategies and pitching approaches to secure major gifts, including creating compelling proposals that highlight the impact of ballet performances, educational programs, and community outreach.
4. **Donor Stewardship:** Acknowledge donors with personalized thank-yous, recognition at performances, and invitations to special events, fostering a sense of partnership and ongoing support.
5. **Gift Planning and Management:** Engage donors in meaningful conversations about their philanthropy interests, offering opportunities such as sponsorships, endowed funds, or planned giving aligned with ballet programming.
6. **Campaign Coordination:** Collaborate with the Development and Artistic teams to meet fundraising goals for specific campaigns, new productions, or capital projects related to Texas Ballet Theater.
7. **Event Planning and Engagement:** Organize exclusive donor events such as rehearsals, gala dinners, backstage tours, and performances to cultivate donor loyalty and encourage continued giving work in partnership with the TBT Events Manager and the annual development events calendar.
8. **Database Management:** Maintain detailed records of donor interactions, preferences, and giving history within Tessitura to inform ongoing engagement and prospects. Support the maintenance of Tessitura and hard files for individual donors and prospects with call reports and relevant research data; Ensure that gifts are coded correctly and that donors are appropriately stewarded.
9. **Community and Corporate Outreach:** Build partnerships with local businesses, community organizations, and foundations to broaden support and secure sponsorships.
10. **Promoting Texas Ballet Theater's Mission:** Effectively communicate Texas Ballet Theater's artistic vision, educational initiatives, and community impact to inspire and motivate major donors.

Qualifications/required skills:

- Bachelor's degree preferred.
- A documented record of successfully soliciting and managing current and prospective donors at the major gifts level (\$10,000 to \$100,000+).
- Three (3) to five (5) years of professional work experience.
- A proven record of successful face-to-face individual gift solicitation .
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- A proven record implementing moves management and growing event attendees and individual annual donors to major donors through individualized cultivation and stewardship.

Attributes Needed to Be Successful

Strategic Thinking: Ability to develop comprehensive fundraising strategies that advance organizational goals while building sustainable donor relationships for long-term growth. Ability to foster a collaborative and initiative-taking work

environment, be a role model for building strong donor and partner relationships, and drive accountability toward team goals.

Relationship Building: Strong people skills to cultivate meaningful relationships with donors, prospects, and internal team members. Demonstrated ability to connect with diverse constituencies and build trust.

Analytical Mindset: Strong data analysis capabilities to evaluate program performance, identify trends, and implement strategic improvements that maximize fundraising effectiveness.

Communication: Exceptional written and verbal communication skills, including ability to create compelling fundraising content that resonates with diverse audiences and motivates giving.

Organizational Skills: Superior organizational abilities to manage multiple campaigns, donor portfolios, and projects simultaneously while maintaining accuracy and meeting deadlines.

Attention to Detail: Meticulous approach to donor data management, gift processing, acknowledgments, and campaign execution to ensure professional standards and donor satisfaction.

Adaptability: Flexibility to adapt fundraising strategies based on donor feedback, market conditions, and organizational priorities in a dynamic arts environment.

Represent TBT with integrity, credibility, and curiosity.

Please submit resume and cover letter to humanresources@texasballet.org