



I. TITLE: Grants & Institutional Giving Associate

DEPARTMENT: Development

GRADE: Full Time

SALARY RANGE: \$42,000 - \$45,000 commensurate with experience

FLSA: Non Exempt

II. POSITION SUMMARY:

Ballet Austin's Development Department is responsible for raising approximately \$2M annually through the identification, cultivation and stewardship of Ballet Austin's donors (individuals/board members, corporate partners, private foundations, and others).

The ideal candidate possesses the ability to write clear and persuasive proposals and reports, develop effective program budgets for fundraising, has strong organizational and time management skills, impeccable attention to detail, and works well in a fast-paced, deadline-driven environment. The individual in this role will be an essential member of Ballet Austin's development team and will work closely with donors/the public at Ballet Austin events.

This role will work both in-office and may work remotely, up to 2-3 days per week, with an exact schedule to be determined between the employee and supervisor. Some evening and weekend work will be required throughout the season.

III. ESSENTIAL FUNCTIONS:

- The work related to this position directly supports Ballet Austin's mission and reflects the organization's core values and highest ethical standards.
- Key Grant Writing/Reporting Functions:
 - Write and submit the majority of the organization's grant applications and reports
 - Support the full scope of the grants-writing process (under the guidance of the senior development manager), to include gathering information from various departments, aggregating and organizing into proposals and/or reports and submitting prior to deadlines.
 - Maintain and update grants calendar with all deadlines
 - Maintain in-depth knowledge of Ballet Austin programs to inform proposal/report writing.
 - Maintain communication with program staff about project deliverables and funder expectations for grant funded projects.
 - Support program staff in gathering program-related information and documents (feedback surveys, numbers served, letters of support etc.) to support proposals and reporting processes.
 - Read and record updated research from the field related to our programs for use in building needs statements and referencing statistics in proposals.
- Key Institutional Giving Support Functions:
 - Maintain and organize documentation including logo placement (benefit fulfillment) for institutional gifts; articles about Ballet Austin performances/programs, quotes and letters of support for Ballet Austin programs.

- Research institutional funding opportunities for Ballet Austin based on programming, projects and new initiatives (local, state, and national).
- Manage performance ticket fulfillment for institutional funders and government contacts
- Ensure proper recognition for institutional funders on the Ballet Austin website (development and program-specific pages) and in performance programs and other collateral materials.
- Key Tessitura Database Functions:
 - Utilize plans in the Tessitura database to track and maintain records on deadlines, contacts, cultivation, stewardship, etc. for institutional funders
 - Track institutional recognition requirements in Tessitura
 - Process performance tickets related to institutional funding including corporate partner benefit fulfillment; foundation funder stewardship, and government contacts
 - Track receivables and generate invoices for pledge payments
 - Pull reports/donor & contribution information for institutional giving applications and reporting
 - Complete database gift entry for all types of donations on an occasional basis

IV. OTHER ACCOUNTABILITIES:

- Participation in development team projects, to include but not limited to mailings, event prep and staffing, etc.
- Staffing at Ballet Austin season performances, development and organization events
- Other duties as assigned

V. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Ability to lift and transport light equipment

VI. EDUCATION AND EXPERIENCE:

- Minimum qualifications
 - Bachelor's degree or equivalent experience in related field
 - Two (2) years successful work experience in an administrative setting
 - Excellent written and verbal communication
 - Ability to manage multiple tasks simultaneously, with close attention to detail
 - Proficient knowledge of the Microsoft Office Suite, specifically Outlook, Word, Excel and PowerPoint
- Preferred qualifications
 - Two (2) years successful work experience writing grant proposals and reports
 - Knowledge and experience with dance and/or arts education

VII.COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

Collaborative
Effective communicator
Planning and Organizing
Displays Initiative
Resourceful
Situationaly Adaptive
Instills Trust
Detail-oriented
Interpersonal Skills
Customer-focused
Values differences

VIII.ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Senior Development Manager
- Supports: Development Department
- Peer collaboration/communication with: All Ballet Austin departments (Community Education Department, Butler Center for Dance & Fitness, Ballet Austin Academy, Artistic, and Sales/Box Office)

TO APPLY

Please email cover letter, resume, to maria.murphy-mayberry@balletaustin.org

BACKGROUND SEARCH REQUIRED

NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.