



I.TITLE: Sr. Development Associate

DEPARTMENT: Development
GRADE: Full Time
SALARY: \$55,000 or commensurate with experience
REPORTS TO: Associate Director of Individual Giving
FLSA: Non-Exempt

II.POSITION SUMMARY:

Ballet Austin's Development Department is responsible for raising over \$2.5M 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 strong organizational and time management skills, impeccable attention to detail, analytical skills and works effectively in a fast-paced team environment. Each member of this department works closely with donors/the public at Ballet Austin events.

Some evening and weekend work is required throughout the season.

This is an in-person position with some opportunity/flexibility for remote work.

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 functions of the Sr. Development Associate
 - Works with Associate Director of Individual Giving to create and maintain moves management strategies for prospective and current individual donors including
 - Serves as main point of contact for donors giving up to \$999 annually, to include personal reach-out/calls regarding donation renewal, high-touch stewardship, and segmentation based on type of giving
 - Creates and implements strategies for acquisition/conversion from other revenue centers (Academy, Butler Center, etc.)
 - Creates and implements strategies for lapsed donors
 - Creates and implements strategies for ongoing monthly giving
 - Prospect research and moves management for both annual campaign and Ballet Austin Foundation
 - Coordinates donor stewardship events and other special projects - at Long Center performances, at Ballet Austin and at other venues
 - Manages various donor communications through Wordfly email system
 - Works with Business Analytics department to develop and maintain donor dashboards
 - Works in donor database to manage records and reports, and analyze data as needed
 - Assists in donation processing, acknowledgement letter generation, and other daily database tasks as needed.

IV.OTHER ACCOUNTABILITIES:

- 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
 - 3-5 years' work experience in fundraising/development or other relevant field
 - Database experience in Tessitura or other CRM software
 - 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
 - 5+ years of successful work experience in fundraising/development or other relevant field
 - 3+ years of experience (intermediate proficiency) with Tessitura CRM software

VII. COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

- Detail oriented
- Effective communicator
- Resourceful
- Situationally Adaptive
- Collaborative
- Customer-focused
- Values differences
- Instills Trust

VIII. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Associate Director of Individual Giving
- Supports: Development Department
- Peer collaboration/communication with: Sales/Marketing, Finance, and Business Analytics Departments

TO APPLY

Please email cover letter, resume, to brooke.holmes@balletaustin.org

BACKGROUND SEARCH REQUIRED

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.