

**Position Description:****Director of Development**

Development Department

Full-Time; Exempt: Benefits-Eligible Upon Hire

Essential Functions:

- Oversee a robust major giving program while actively managing a personal portfolio of prospects identifying, cultivating, soliciting, and stewarding major and planned gifts.
- Collaborate with Executive Director and Board of Trustees Development Committee on feasibility, planning and execution of annual fundraising plan and fiscal goals.
- Develop strategic individual and institutional prospect plans to grow major giving and fuel board leadership pipeline in consultation with executive leadership and board committees.
- Supervise a successful annual giving program with strategic messaging, communications, and deliberate donor acquisition strategies for gifts at all levels.
- Direct effective utilization of Tessitura CRM database to maximize its impact on operations, with oversight of development reports, portfolios, and data analysis.
- Oversee donor cultivation events and annual fundraising gala planning and implementation.
- Manage daily department operations, providing team oversight while actively assessing effectiveness and efficiency of all development department activities.
- Oversee development of digital and print development communications, proposals, appeals, and department collateral.
- Collaborate closely with the Marketing and Communications team to ensure consistent messaging and outreach strategies with all development efforts.
- Partner with the Director of Finance and Operations to ensure sound fiscal operation of the development department, including timely, accurate, and comprehensive budgeting and reporting of contributions and expenses.
- Contribute to special projects such as strategic planning, board recruitment and training as assigned by the Executive Director.
- Promote team ingenuity to evaluate department systems, procedures and resources that are in line with current best practices and trends in fundraising.
- Actively maintain a safe and healthy work environment for the team and create a culture where diversity and inclusion are celebrated in achieving organizational goals.
- Oversee department accountability and facilitate professional development for the team.
- Actively participate in Diversity, Equity and Inclusion cohort trainings and sessions.

Experience & Skills:

- 7-10 years progressive fund development experience raising at least \$1.5 million annually with a proven track record of major gift solicitation and prospect relationship management required.
- Leadership experience planning and implementing annual operating, endowment, planned giving, or capital campaigns is essential.
- Prior experience managing or supporting annual fundraising events required.
- Exceptional interpersonal skills and a high degree of professionalism combined with the ability to influence, build consensus, and productively engage with a wide range of stakeholders, including staff, leadership, and constituents.
- Proven effectiveness in team and organizational management, supervising staff required.
- Flexible and adaptable leadership style adept at integrating big picture organizational goals with tactical fundraising initiatives to achieve desired outcomes.

- Possesses exceptional attention to detail and strong organizational, analytical, and strategic- thinking skills.
- Excellent time and project management skills; the ability to multi-task and pivot priorities within a dynamic work environment.
- Passion for the performing arts and enthusiasm for ballet and dance.
- Demonstrated expertise overseeing the ongoing management and optimization of a CRM database system required. Experience with Tessitura preferred.
- Highly adept in Microsoft Office desktop publishing applications including Word, Excel, Power Point, and Outlook.
- Ability to work both independently without close oversight and a team player who will productively engage with others at varying levels of seniority within and outside the organization.
- Commitment to advancing racial diversity, equity, and inclusion. Experience engaging and partnering with people of color, including Black, Latinx, Indigenous, Asian, and other communities.

Equity:

OBT is committed to a diverse, racially, and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

Our Culture:

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable, and Inclusive. Disagree Well. Compassionate. Ambassadors. Accountable.

Accommodations:

As part of our commitment to equity, OBT will provide reasonable accommodation to enable individuals who are differently abled to perform the primary responsibilities of this job.

Security Clearance:

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Working Conditions:

This job operates in a shared professional workspace in our Bancroft Offices which includes rehearsal studios, as well as in large public theaters during season performances.

Work Schedule:

This is a full-time 40-hour per week position that regularly requires extended hours and weekend work. Flexible scheduling of work hours is an option.

Compensation:

This position starts at \$100,000. - \$125,000. annually dependent on experience, and is provided full benefits, including employer-paid medical, dental, and vision insurance; life insurance; and 25 days off annually (15 days PTO and 10 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plan; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.

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