

# OREGON **BALLET** THEATRE

## OPPORTUNITY

### Director of Advancement

This is an exciting time to work at [Oregon Ballet Theatre \(OBT\)](#) – one of the nation’s leading ballet companies. We are in a position of strength and are well-positioned for the future, financially solid and debt free. After two rigorous national searches, in 2023 OBT appointed two visionary leaders to guide the company’s exciting next chapter: Artistic Director Dani Rowe and Executive Director Shane Jewell. The Director of Advancement will round out this senior leadership team, providing critical thought leadership and support as OBT launches into its exciting next chapter.

Artistic Director Dani Rowe joined OBT after an expansive professional career as an acclaimed principal dancer with The Australian Ballet and Houston Ballet, and artist of Nederlands Dans Theater 1. She is an award-winning choreographer, having created renowned works for companies like San Francisco Ballet, New Zealand Ballet, Ballet Idaho, and more. Ms. Rowe’s rich career of performing, choreographing, and directing at the highest levels of classical and contemporary dance worlds has cultivated in her a curatorial aesthetic that is already revitalizing OBT with a dazzling mix of innovative and cutting-edge programming. Her vast network and deep relationships with top-level artistic collaborators have ushered in a new era for OBT. The Director of Advancement will play a key role in leveraging the excitement of audience members as well as current and future donors and patrons.

Executive Director Shane Jewell has over twenty-five years of experience working in performing arts administration and production. Prior to joining OBT, Mr. Jewell was the General Manager of Gibney Company in New York City, a newly formed contemporary dance company that performed in NYC and toured internationally, where he built the infrastructure and led strategic planning that led to substantial growth and expansion. Prior to that, he served as Executive Director of the Orlando Ballet, Executive Director of Oklahoma City Ballet, and Executive Director of OK Mozart International Music Festival. In his two years at OBT, he has built strong relationships with the city of Portland and been recognized by Portland Business Journal as an Executive of the Year.

In addition to our energizing new leadership and strategic plan, our growing Board of Directors is actively engaged in oversight and stewardship. Our 300+ employees are resilient and energized. We are adding two new studios to facilitate growth. Programmatically, OBT is robust, and we are changing lives through dance. Our professional company of 28 dancers performs an annual season of five programs, featuring both classical and contemporary work. OBT2, our junior company, boasts an average of 20 dancers of exceptional talent. Our nationally recognized School trains hundreds of elite students from across the country. Our community education programs

reach thousands of students in classrooms across the region. Through all our endeavors, we are committed to advancing equity and creating a culture of kindness.

Portland, Oregon is a cultural hub where the arts, sports, live music, and small businesses thrive, while also leading the way in sustainability with a robust mass transit system, bike friendly infrastructure and unique, walkable neighborhoods. The city is home to dozens of microbreweries, coffee shops, world-class restaurants, and is just a short drive to nationally renowned Willamette Valley wineries. Portland's proximity to both the Pacific Ocean and Mt. Hood allows for easy access to nature's playground. Acclaimed for its beauty, vitality and livability, the City of Roses has become a destination for young professionals, families, and world travelers alike, with no shortage of activities from outdoorsy adventures to cosmopolitan delights.

### **Our Mission**

Oregon Ballet Theatre is dedicated to fostering an enduring appreciation for dance through the pursuit of excellence in performance, training, and community programs.

### **Our Vision**

Oregon Ballet Theatre seeks to inspire the dancer in all of us through the power of movement.

### **Job Title: Director of Advancement**

The Director of Advancement is a key fundraising professional responsible for identifying, cultivating, soliciting, and stewarding major gift donors for the organization. This role involves working closely with senior leadership, Advancement teams, and volunteers with the goal of securing gifts of \$25,000 or more. The Director of Advancement will play a crucial role in helping the organization meet its philanthropic goals through strategic relationship management, personalized solicitation plans, and ongoing donor stewardship. This position reports to the Chief Advancement Officer but will work closely with the Executive and Artistic Director as well.

### **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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## **Job Duties/Competencies:**

### **Donor Identification and Cultivation**

- Identify and qualify new major gift prospects, focusing on individuals with the capacity to give \$25,000+.
- Develop and implement tailored cultivation strategies for individual prospects, understanding their philanthropic interests, motivations, and giving potential.
- Build strong, personal relationships with donors through regular, strategic communication (e.g., face-to-face meetings, phone calls, personalized correspondence).

### **Solicitation and Stewardship**

- Lead the solicitation process for major gifts, coordinating with leadership, board members, and other key stakeholders as necessary.
- Develop and execute comprehensive, customized proposals that align with the donor's interests and organizational priorities.
- Ensure timely and appropriate follow-up with major donors, ensuring they feel appreciated and engaged throughout the entire giving process.
- Oversee the stewardship process, including recognition, reporting, and ongoing engagement, to ensure continued donor loyalty and growth.

### **Fundraising Strategy Advancement**

- Work with senior leadership to develop fundraising strategies, ensuring alignment with organizational priorities and long-term goals.
- Collaborate with the advancement team to integrate major gift fundraising with annual giving, planned giving, and other fundraising strategies.
- Contribute to the creation of campaign goals, timelines, and benchmarks, ensuring that all strategies are aligned with the broader organizational vision.
- Partner with senior leadership to further integrate and activate new and existing board members and board alumni

### **Portfolio Management**

- Maintain and manage a portfolio of major gift prospects, ensuring each individual receives personalized attention and engagement by OBT.
- Track donor progress and update strategies based on individual interactions and evolving donor interests.
- Utilize CRM systems to track donor communications, giving history, and progress toward cultivation, solicitation, and stewardship goals.

## **Cross-Functional Collaboration**

- Collaborate closely with other departments (e.g., communications, events, grants) to ensure a cohesive and unified approach to donor engagement.
- Work with volunteers and board members to engage them in the cultivation and solicitation of major gift prospects.
- Provide training and support to junior advancement staff and volunteers as needed.
- Demonstrate exceptional interpersonal skills with a high degree of professionalism combined with the ability to influence, build consensus and productively engage with a wide range of stakeholders.

## **Reporting and Accountability**

- Report on major gift activities, progress toward fundraising goals, and key metrics to senior leadership.
- Ensure accurate and timely documentation of all interactions with donors and prospects with appropriate follow-through and communication both internally and externally.
- Assist in the creation of donor recognition materials, impact reports, events, and other recognition opportunities.

## **Supervisory Responsibilities:**

No supervisory responsibilities at this time.

## **Education and/or Experience:**

- **Education:** Bachelor's degree required; advanced degree or CFRE (Certified Fund-Raising Executive) is a plus.
- **Experience:** 7+ years of progressive experience in major gift fundraising, ideally within a non-profit.
- Proven track record of securing six- and seven-figure gifts from individual donors.
- Demonstrated leadership experience planning and implementing annual operating, endowment, planned giving or capital campaigns.

## **Computer and/or Technical Skills:**

- Proficient with donor management databases (Examples needed.)
- Microsoft Office Suite.
- Tessitura
- Asana

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## **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. Compassionate. Ambassadors. Accountable.

## **Accommodation:**

As part of our commitment to equity, OBT will make reasonable accommodations 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.

## **Work Schedule:**

This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. with occasional hours on evenings, weekends and during performances.

## **Travel:**

Travel is primarily local during the day, evenings, and weekends. Some out-of-area and overnight travel may be expected.

## **Compensation:**

This salaried position starts at \$90,000 - \$110,000 annually but is negotiable based on experience. OBT also provides full benefits, including employer-paid medical, dental, and vision, 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.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**To Apply:** Please submit a Resume and Cover Letter to [Jobs@obt.org](mailto:Jobs@obt.org).