

BALLET RI

POSITION TITLE: Director of Development
Reports To: Director

COMPENSATION & BENEFITS

Full-time, Salaried, Exempt, Benefits Eligible Salary Range – \$60,000 – \$70,000
Start Date: Immediate

Overview:

The Director of Development will work alongside Ballet RI's leadership team and board to build and execute a strategic development plan; overseeing fundraising and donor relations, ensuring continued growth. The Director of Development will play a key role in leveraging the excitement created through our programming and initiatives to create long lasting relationships with donors, sponsors, patrons, and supporters.

This full-time, exempt 40-hour per week position will report to BALLET RI's Director. Remote work to be discussed.

QUALIFICATIONS

We are dedicated to building a diverse, inclusive, and authentic workplace.

- Skilled fundraiser with a proven track record of raising money
- Excellent written and verbal communication skills, and the ability to clearly communicate ideas across multiple audience types.
- Strong interpersonal skills, including the ability to interact graciously with the public, develop relationships with prospects, donors, and other stakeholders, and handle confidential information with discretion.
- Outstanding organization skills, with the ability to track and manage meetings, communications, etc. and follow up in a timely and thorough manner
- Demonstrated success in writing proposals and establishing partnerships with corporations, community groups, and local leaders
- Familiarity with database management
- Experience in the dance industry or other arts fields is preferred
- Bachelor's degree or comparable training and/or work experience.
- Proficiency in Microsoft Office, Google Drive, Canva, social media platforms and scheduling tools.
- Enthusiasm for working collaboratively in a hands-on fashion with a small but dedicated team.
- Capacity to work independently and to establish and meet deadlines.
- Commitment to BALLET RI's mission, vision, and values, including cultural equity and anti-racism.

KEY RESPONSIBILITIES

A successful Director of Development will:

- Maintain a thorough understanding of and help ensure that the community is aware of Ballet RI's mission, vision, programming, and strategic plan, serving as a compelling and passionate ambassador for BALLETT RI's work to our audiences.
- Create, and implement an annual development plan, along with strategies for raising organizational revenue through timely and targeted solicitation, cultivation, stewardship and retention of individuals, corporations and local businesses, foundations, and local, state, and federal government sources.
- Create and maintain a dashboard report that demonstrates monthly progress toward annual goals
- Create a development communications plan and calendar (one that contributes to and supports overall organizational communications), including print, web, email, and social media content.
- Leverage fundraising strategies and the local landscape of philanthropy to support BALLETT RI's development efforts.
- Bring new ideas and strategies to individual and institutional fundraising efforts and support priorities set by Ballet RI senior leadership (Director, Board of Directors & Artistic Team), performing other duties as assigned.
- Identify a robust pipeline of prospective donors, and craft a moves management strategy for current and prospective donors.
- Determine the need for and support the creation of collateral and solicitation materials for BALLETT RI, such as brochures, informational pages or packets, postcards, annual reports, etc., to support fundraising efforts and events.
- Plan and execute fundraising and stewardship events, including annual Gala, Nutcracker, in-house concerts, community outreaches, and more. Capitalize on opportunities for fundraising events in collaboration with community partners and other groups
- Oversee and maintain BALLETT RI's donor database by ensuring consistent usage across users, accurate and detailed records, gift entry and the generation of gift acknowledgements, and the production of accurate reports.
- Manage the integration of the database with other software applications, E-letter communications, and related needs.

BACKGROUND

Ballet RI, the premiere dance company in Rhode Island, is the proud evolution of Festival Ballet Providence as we continue to embark on an innovative future. Through performances, education, and community engagement, Ballet RI reimagines a traditional dance form into a modern-day experience. As the region's only dance school connected with a professional ballet company, we use modern, high caliber teaching techniques in a supportive environment with a faculty of the highest caliber with a variety of backgrounds and experiences. This new brand is a commitment to our home state and community and a continued reimagining of BALLETT, setting the stage for a bold and innovative future.

In this exciting time of unprecedented growth, Ballet RI is continuing to grow our organization. Ballet RI has established a solid post pandemic foundation through world class productions that both honor the classics and challenge the boundaries of ballet. The organization is financially stable and has grown the organization budget beyond pre-pandemic numbers.

Led by visionary director Kathleen Breen Combes a former principal dancer with Boston Ballet, the company is hiring a Director of Development. Alongside the Marketing Director, School Directors and Community Engagement Manager, the Director of Development will round out the senior leadership team. With our leadership team, our growing Board is actively engaged in oversight and stewardship.

Our small but mighty company, leadership team and board are passionate about producing powerful art, and expanding the scope of that art so that it reaches our diverse community in accessible and impactful ways. Our professional company of 22 dancers, alongside our exceptional trainee program dancers, performs an annual season of six programs, featuring both classical and contemporary work, as well as touring performances throughout Rhode Island.

Our nationally renowned School trains hundreds of inspired students, ages 3 to adult hailing from across New England, and our community engagement programs meet students where they are, removing barriers to provide world class arts education and support to students who may not otherwise have access.

We are looking for a passionate fundraiser excited by the prospect of growing an organization alongside the exceptional artistic growth presented onstage and in the studio.

TO APPLY

Cover letter and current resume or CV.

Names and contact information for two (2) references.

For questions or application submissions, please contact Kathleen Breen Combes, BALLET RI Director, kbc@balletri.org

NONDISCRIMINATION AND COMMITMENT TO EQUITY

BALLET RI is an equal opportunity employer. We will not discriminate on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. We are committed to providing an inclusive, equitable, and welcoming environment for all members of our staff, independent contractors, board members and other volunteers, vendors, and the individuals we serve. The audiences we serve represent a diverse cross section within our community, including people of color, people impacted by poverty, women, and individuals who identify as LGBTQ. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.