

B A L L E T
B A L L E
B A L L
B A L
B A
B **C**

Ballet BC
601 Smithe Street
Vancouver, BC V6B 5G1
Canada

Tel 1 604 732 5003
Fax 1 604 732 4417

info@balletbc.com
balletbc.com

Development Manager, Individual & Corporate Giving

Ballet BC is seeking a mid-level development professional to manage the corporate sponsorship and individual giving areas for an increasingly dynamic fundraising department for this leading contemporary ballet company. This role serves as the primary contact for the engagement of current corporate entities, while simultaneously overseeing the individual giving program with one direct report (Development Coordinator) supporting this area. Specific responsibilities will include:

- Identification, cultivation and solicitation of corporate sponsors for the various programs (mainstage and outreach) of the company;
- Delivery of all sponsorship benefits (in collaboration with the marketing department), and stewardship of corporations to the point of not only renewing, but upgrading said sponsorship;
- Serving as the primary contact for the engagement of current corporate entities, with an expectation to place an emphasis on identifying prospects for future growth;
- With the guidance of the executive director, manager will design a plan for identifying, cultivating, soliciting, and stewarding all individuals;
- Tracking the donor portfolio for the executive director, artistic director, and in some cases the board of directors, who are cultivating and soliciting major donors;
- Responsible, with the assistance of the development coordinator, for the engagement of donors who contribute up to \$5,000;
- Oversight of donor engagement, including digital, written, and verbal communication, as well as the coordination of events;
- With the assistance of the events coordinator and development coordinator, execution of donor events;
- Oversight of donor records and donor database, including enforcing policies on data entry and gift acknowledgement.

Desired Qualifications:

- 4-6 years fund raising experience
- A Bachelor's degree or higher from an accredited university or college
- Thorough understanding of corporate sponsorships and individual giving campaigns
- Ability to manage staff and collaborate with peers
- Ability to plan and execute fund raising campaigns
- Excellent verbal and written communication skills
- Excellent people skills, personable and professional
- Excellent computer skills; knowledge of Tessitura or other similar database preferred
- Knowledge of Vancouver philanthropic community preferred

Reports to: Executive Director

Salary is competitive for managers in the arts sector.

Please send your CV and letter of intent by noon on August 4, 2017 via email to: info@balletbc.com,
Attention: Executive Director