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Position: **Development Coordinator**

Reports to: **Director of Development – Individual Giving, Foundation Support and Events**

THE POSITION

Ballet BC is seeking a creative and enthusiastic individual to assist with the administration and event coordination of the Development department. Reporting to the Director of Development, the Development Coordinator will be responsible for providing support of individual giving, events, and legacy giving programs.

The Development Coordinator is a key member of the Development team. The successful candidate will be a team player with a donor-centric approach, who will work closely with audience services and marketing to execute the operational and strategic plans of Ballet BC.

THE COMPANY

Combining classical integrity with a contemporary sensibility, Ballet BC is a company of 20 talented dancers from Canada and around the world that is committed to contemporary dance. Solidly grounded in the rigour and artistry of classical ballet, with an emphasis on innovation and the immediacy of the 21st century, the company presents a distinct and diverse repertoire of the most sought-after Canadian and international contemporary ballet choreography. Ballet BC continues its commitment to perform highly acclaimed productions on regional, national and international tours in addition to its regular performance season at the Queen Elizabeth Theatre in Vancouver.

The largest dance organization in British Columbia, Ballet BC is a professional contemporary ballet company located in the heart of the culturally vibrant city of Vancouver, recognized as one of the world's most livable cities surrounded by wild, natural beauty.

ROLE RESPONSIBILITIES

- Oversees and manages donor records and issues tax receipts with a focus on thorough and accurate entry, timely donor recognition and acknowledgement, and engaging communication
- Manages the administration of donations coming from different sources (online and offline donations)
- Manages Ballet BC's donor database and generation of donor reports
- Plans and executes Ballet BC events with a focus on logistics

- Provides support for the company's annual fundraising campaigns
- Assists in the coordination of Ballet BC's annual gala, including silent auction activities such as prize solicitation, production of promotional materials, and communication
- Occasionally solicits in-kind donations
- Researches prospective sponsors, donors and foundations
- Maintains a high level of customer service
- Ensures the ethical handling of all confidential donor, sponsor, and prospect information
- Provides assistance with special projects and performs other related duties as required

QUALIFICATIONS

- Minimum of two years related experience including fundraising and event coordination experience
- Intermediate knowledge and experience with fundraising database, and a strong knowledge of Microsoft Office programs
- Strong project management skills with the ability to balance multiple projects, competing demands and changing priorities
- Quick learner with meticulous attention to detail and high level of accuracy
- Strong interpersonal skills with the ability to work effectively independently and collaboratively as part of a professional team
- Strong organizational and analytical skills
- Proven problem solving skills and creative thinking skills, with the capability to identify the need for and take action on initiatives
- Outstanding communication skills, ensuring a professional quality in all communications: electronic, written, oral
- Knowledge of donor database/customer management software such as Patron Manager would be an asset.

The above list is not exclusive or exhaustive and the successful candidate will be required to undertake such duties as may reasonably be expected within the scope of the role. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Company. Ballet BC is an equal opportunity employer.

REMUNERATION

\$48,000 - \$50,500 (commensurate with experience)

Please send your CV and Letter of Intent as one PDF by 5pm on October 6 , 2022 via email to: bdongol@balletbc.com, Attention: Development Coordinator

We would like to thank everyone for their interest in Ballet BC. Please note that only those candidates selected for an interview will be contacted.