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**POSITION:** Individual Giving Coordinator  
**REPORTS TO:** Director of Development & Philanthropy and  
Director of Development, Government & Corporate Support  
**JOB TYPE:** Full-time, 40 hours per week  
**LOCATION:** In-person, Granville Island Office/Studios

#### THE COMPANY

Ballet BC is an internationally renowned contemporary dance company led by Artistic Director Medhi Walerski. Deeply committed to presenting new work by established and emerging choreographers in addition to acclaimed repertoire, the 20-dancer company performs today's most sought-after Canadian and international choreography. Ballet BC tours regionally and internationally in addition to its regular performance season at the Queen Elizabeth Theatre in Vancouver. Ballet BC is a leader and resource in the community through dance education opportunities, community and audience outreach, and professional development activities which serve to provide greater access to our art form.

The largest dance organization in British Columbia, Ballet BC is located on culturally vibrant Granville Island in the heart of Vancouver, situated on the traditional, ancestral and unceded territory of the Coast Salish peoples—the Sk̓wxwú7mesh (Squamish), Stó:lō and Səl'ílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̅əm (Musqueam) First Nations.

#### THE ROLE

Ballet BC is seeking a passionate development professional to work closely with our team of two directors and two other coordinators. This role is responsible for coordinating and executing annual fundraising campaigns along with the Director of Development and Philanthropy, as well as supporting other donor engagement activities and administrative functions in the department.

Successful candidate will have access to perks, including:

- Enrolment in company benefits plan
- Tickets to Ballet BC performances
- Access to our private, in-house fitness facility
- Access to staff wellness and social activities

#### KEY RESPONSIBILITIES

Campaign Management:

- Coordinate and execute annual fundraising campaigns, following guidance from senior leadership while ensuring alignment with organizational goals and brand strategy.

- Develop donor communications and creative campaign materials in collaboration with the senior development team and marketing department.
- Prepare weekly campaign reporting updates to the senior leadership team including progress updates, challenges and upcoming initiatives.

#### External Communications

- Liaise with donors as needed via phone, email, or in-person.
- Manage scheduling and maintain relationships with our volunteer community.

#### Administrative Support:

- Process donations promptly and ensure the timely issuance of tax receipts and gift acknowledgments.
- Maintain accurate and up-to-date donor records in the CRM system, generating reports as needed.
- Generate reports, retrieve data, and maintain organized records of donor interactions.
- Provide comprehensive administrative support to the Development team, including scheduling meetings, preparing agendas, and updating project management software.
- Document procedures and workflows as they are established or evolve.
- Organize and maintain filing systems to ensure accessibility and accuracy of departmental documents.

#### DESIRED QUALIFICATIONS

- 2–3 years of experience in annual giving, ideally within an arts-related organization.
- Proven ability to manage a continuous campaign schedule; prior experience strongly preferred.
- Proficiency with CRM systems is required.
- Exceptional written and verbal communication skills.
- Marketing or design experience is highly desirable with experience using Mailchimp preferred.
- Demonstrated ability to work independently and in a collaborative team environment, maintaining a positive and solutions-focused mindset.
- Flexibility and adaptability to thrive in a fast-paced, stakeholder-responsive setting.
- A passion for the arts and cultural sector.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post.

Salary Range: \$53,000 to \$58,000 annually

Please send your CV and cover letter by February 5, 2025 via email to: [careers@balletbc.com](mailto:careers@balletbc.com).

Ballet BC is an equal opportunity employer that fosters an inclusive, equitable and accessible environment. We thank all applicants for their interest in Ballet BC; however, only those candidates selected for an interview will be contacted.