



louisville ballet

## **JOB DESCRIPTION: DEVELOPMENT COORDINATOR**

### **MISSION**

Louisville Ballet (LB) makes moving art that respects tradition, encourages innovation, and fosters life-long learning. We inspire connection, conversation and a profound sense of community, by striving for bold collaborations, by nurturing the next generation of artists, by celebrating diversity, and by creating access for all.

### **CORE VALUES**

Be creative. Be collaborative. Be disciplined.

### **STATEMENT ON DIVERSITY, EQUITY, AND INCLUSION**

Louisville Ballet is fully committed to fostering the principles of diversity, equity, and inclusion. Louisville Ballet's commitment to diversity, equity, and inclusion encompasses every aspect of our programming and services. Louisville Ballet embraces all groups, communities, and individuals regardless of race, ethnicity, national origin, gender identity, sexual orientation, socio-economic status, religion, age, or disability status.

### **POSITION PURPOSE: DEVELOPMENT COORDINATOR**

The LB Development Team sustains and grows critical contributed income from individual, corporate, foundation, and government donors. LB seeks a candidate to fill the role of Development Coordinator, reporting to the Director of Development. The Development Team plays an integral role in the success of the organization and success of the 2020-2025 Strategic Plan, created in concert with leading arts administrator, Michael Kaiser of The DeVos Institute at The University of Maryland. This plan calls for organizational focus on Artistic Innovation, Access, Education, and Advancement.

The Development Coordinator supports LB's Advancement via fundraising efforts, by serving as a respectful representative of the organization, and by ensuring meaningful, ethical stewardship practices. This position serves as a key project manager, taking responsibility for timely, accurate, and efficient stewardship of foundation and government grants, individual gifts, and corporate sponsorships. Candidates should possess a customer-centered attitude; keen attention to detail; passion for the arts; a professional demeanor; and a desire to advance their career in philanthropy, nonprofit fundraising, and/or nonprofit administration.

### **PRIMARY RESPONSIBILITIES**

- Process daily donations, prepare deposits, and prepare acknowledgement letters
- Manage the fulfillment of donor benefits offered to individual donors, company sponsors, and family foundations
- Oversee and maintain donor and prospect mailing lists
- Manage timelines and administrative details for the punctual submission of government, foundation, and corporate grants including but not limited to drafting, editing, reporting, and providing supplemental materials
- Maintain and track donor data and fundraising reports
- Other duties as assigned by the Director of Development

### **PROFESSIONAL REQUIREMENTS**

- Minimum two years' experience in an administrative role, preferably at a nonprofit institution
- Bachelor's degree preferred, Associate's degree with extensive related experience considered
- Customer Relationship Management (CRM) experience
- Excellent time-management skills and the ability to manage and meet conflicting deadlines
- Motivated, mission-driven, and goal-oriented
- Excellent interpersonal skills
- Proficiency in Microsoft Word, Excel, and PowerPoint



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The Development Coordinator is often expected to work evening and weekend hours related to the events schedule.

**ANTICIPATED SALARY**

\$35,000–45,000, based on qualifications and experience.

**HOW TO APPLY**

Email cover letter, resume, and writing sample (suggestion: formal letter) to [kbonner@louisvilleballet.org](mailto:kbonner@louisvilleballet.org). Include DEVELOPMENT COORDINATOR in the subject line. Applications received by April 26 are assured full consideration.

**ABOUT LOUISVILLE BALLET**

Louisville Ballet, led by Artistic Director Robert Curran and Interim Executive Director Eric Isaacson, makes moving art that respects tradition, encourages innovation, and fosters life-long learning. We inspire connection, conversation and a profound sense of community, by striving for bold collaborations, nurturing the next generation of artists, celebrating diversity, and creating access for all. Louisville Ballet has been one of the nation's leading regional ballet companies since 1952. As the Official State Ballet of Kentucky, Louisville Ballet has worked with some of ballet's brightest lights, including Mikhail Baryshnikov, Twyla Tharp, and Wendy Whelan, performs for tens of thousands annually, and connects over 20,000 students each year throughout the Commonwealth to educational dance experiences.