



JOB DESCRIPTION

Position: Advancement Coordinator

Department: Development and Marketing

Reports to: Director of Development and Director of Content + Creative

Status: Full Time, Exempt

ABOUT

Join the team of one of Louisville's anchors in the Arts Community. As the 5th oldest ballet company in the United States, Louisville Ballet is internationally recognized and celebrated. Louisville Ballet includes the Company, charged with creating and performing our main stage productions; The Louisville Ballet School, where dance students of all ages study classical ballet technique and artistry; and our Community Engagement programs that bring dance education and experiences directly to our community.

MISSION

Louisville Ballet 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

POSITION PURPOSE

The Advancement Coordinator is responsible for providing essential support to both the Development and Marketing Departments with the goal to help advance the mission of Louisville Ballet. The ideal candidate will be innovative, organized, creative, forward-thinking, detail-oriented, and collaborative. The Coordinator is charged with donor and patron engagement and manages the day to day resources needed to acknowledge, cultivate, and foster these essential relationships. The Coordinator serves as a collaborative bridge between the Marketing and Development Departments – two administrative functions that work together to connect, cultivate, and grow all Louisville Ballet external relationships.

Entry-level applicants with relevant classroom or internship experience, as well as candidates with experience in an arts organization or background in the performing arts, are strongly encouraged to apply.

PRIMARY RESPONSIBILITIES

- Manage inter-departmental projects, ensuring that deadlines are met and team members throughout the organization are updated on timelines, needs and expectations.
- Serve as a collaborative, proactive liaison between department leaders.
- Plan and execute donor cultivation and patron engagement events in coordination with the production calendar.

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- Assist in fulfillment and tracking needs related to sponsorship agreements.
- Create content for annual campaign(s) and marketing projects that align with Louisville Ballet's Strategic Plan and Fundraising and Marketing Calendar(s).
- Execute and support social media strategy.
- Assist in developing and executing both marketing and development-related communications, like donor acknowledgment letters, subscription renewal emails, donor appeals, event invitations, etc.
- Support the creation of our production print program, *Étoile*.
- Prepare in-house mailing lists and coordinate with mail house or volunteers.
- Utilize reports and data to aid in the planning and execution of development and marketing communications.
- Serve as project point of contact for external contract support – photographers, advertising agency, graphic designers, etc.
- Monitor and update website content.
- Support box office staff as needed.

PROFESSIONAL REQUIREMENTS

- Minimum two years' experience in an administrative role, preferably at a nonprofit or arts institution.
- Bachelor's degree preferred, Associate's degree with extensive related experience considered.
- Events planning and management experience.
- Comfortable communicating directly with donors and patrons.
- Excellent time-management skills and the ability to manage and meet conflicting deadlines.
- Experience with content creation and storytelling.
- Must have excellent written communication skills, an eye for visuals, a sense of brand consistency.
- Social media management experience preferred.
- Experience with WordPress and Wordfly/Constant Contact or similar website/email platforms preferred.
- Proficiency in Microsoft Office Suite or Google Suite, Canva, email marketing system, and video editing.
- Customer Relationship Management (CRM) experience a plus; and
- Arts experience a plus.

SALARY

The salary range for this position is \$35,000 - \$38,000 based on experience and expertise.

BENEFITS

- Traditional benefits package including medical insurance, paid time off, access to free performances, free courses at The Louisville Ballet School, staff discount on all Ballet Services, and so much more.
- The flexibility of being mostly in the office with options to work from home when necessary.
- A supportive environment for working parents and busy professionals, including graduate and doctoral students.

HOW TO APPLY

Please send the following materials to info@louisvilleballet.org:

- Cover letter
- Resume
- Two representative, original writing samples

Include Advancement Coordinator in the subject line. No phone calls, please