



louisville ballet

JOB DESCRIPTION

TITLE: Advancement + Special Events Manager **DEPARTMENT:** Development
REPORTS TO: Chief Dev + Mkt Officer **POSITION(S) SUPERVISED:** N/A
EXEMPT/NONEXEMPT STATUS: Exempt
SALARY GRADE: Commensurate with experience

OVERVIEW

The Advancement and Special Events Manager supports the philanthropic goals and management of all fundraising and stewardship events for Louisville Ballet. Primary responsibilities include a portfolio of corporate and foundation donors, special events management and a strong focus on donor stewardship. The preferred candidate will possess a donor-centered attitude, attention to detail, passion for the arts, and a desire to advance philanthropy.

ESSENTIAL JOB FUNCTIONS

1. Responsible for 1:1 donor solicitations and stewardship serving as a liaison to support corporate and foundation donors.
2. In collaboration with the development staff, works on creating event sponsorships, securing and cultivating event sponsors, participation and/or donations from individuals, corporations, civic groups, etc.
3. Responsible for the management of donor sponsorship and societies including tracking and fulfillment.
4. Manages all aspects of special events including event logistics, vendors, event committees and volunteers, solicitation, and budgets including third-party events.
5. Updates the donor database to reflect interactions with donors, participants, and volunteers, including communications sent and received, meetings, volunteer, etc. Conducts analysis and creates tracking reports.
6. Support as needed to process daily donations; prepare donation deposits, acknowledgment letters, and other correspondence.
7. Other duties as assigned.

FORMAL EDUCATION REQUIREMENTS

- Associate or Bachelor's degree in a related field.

WORK EXPERIENCE REQUIREMENTS

- 3-5-years experience, preferably within performing arts organizations of comparable size and scope
- Outstanding communication and relationship-building skills
- A demonstrated understanding of sales strategy and initiatives, with a strong background in customer service.
- Fundraising database management familiarity – Tessitura preferred.
- Proven experience in the ability to multi-task and manage time efficiently.
- Ability to present information concisely and effectively, verbally, electronically, and in writing.
- Must be able to work collaboratively with the entire team and organizational supporters and adjust smoothly to changing priorities.
- Ability to meet frequent deadlines.
- Experience in working independently.
- Must be able to work flexible hours when needed.
- Excellent interpersonal skills.

Deadline for Application

Applications received by September 30th are assured full consideration. The position will remain open until filled.

How to Apply

Submit a resume including three references, to Leslie Smart at lsmart@louisvilleballet.org with “Advancement + Special Events Manager” in the subject line with a cover letter.

Louisville Ballet is fully committed to fostering the principles of diversity, equity, and inclusion. This commitment 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. We welcome applications from all qualified people.

LOUISVILLE BALLET OVERVIEW

Louisville Ballet, led by Chief Executive Leslie Smart, is an evolved but accessible ballet company committed to boldly and beautifully communicating artistic stories both classic and new. We exist to move, to evoke emotion, to provoke thought, and to challenge perceptions. We are artists, athletes, activists, inventors, and inspirers. 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, performed

for tens of thousands of people and reached over 20,000 school children throughout the commonwealth with educational programs annually.

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.