



## **I.TITLE: Development Associate**

DEPARTMENT: Development

GRADE: Full Time Salaried

SALARY RANGE: \$44,000 to \$48,000 commensurate with experience

FLSA: Non Exempt

## **II.POSITION SUMMARY:**

Ballet Austin's Development Department is responsible for raising approximately \$2M annually through the identification, cultivation and stewardship of Ballet Austin's donors (individuals/board members, corporate partners, private foundations, and others).

The ideal candidate possesses strong organizational and time management skills, impeccable attention to detail, analytical skills and works effectively in a fast-paced team environment. Each member of this department works closely with donors/the public at Ballet Austin events.

Some evening and weekend work is required throughout the season.

Due to current health and safety protocols related to COVID-19, this department currently works remotely, with minimal in-office time, until which time the organization deems it safe to return to in-office work on a more consistent basis.

## **III.ESSENTIAL FUNCTIONS:**

- The work related to this position directly supports Ballet Austin's mission and reflects the organization's core values and highest ethical standards.
- Development Associate/ Key functions:
  - Serves as main point of contact for donors giving up to \$499 annually, to include personal reach-out/calls regarding donation renewal, high-touch stewardship, and segmentation based on type of giving
  - Creates and implements strategies for acquisition/conversion from other revenue centers (Academy, Butler Center, etc.)
  - Creates and implements strategies for lapsed donors
  - Creates and strategies for ongoing monthly giving
  - Coordinates donor stewardship events – both in the theater and at other venues
  - Manage various donor communications
  - Work in donor database to manage records and reports, and analyze data as needed

## **IV.OTHER ACCOUNTABILITIES:**

- Other duties as assigned

## **V.PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Ability to lift and transport light equipment

## **VI.EDUCATION AND EXPERIENCE:**

- Minimum qualifications
  - Bachelor's degree or equivalent experience in related field
  - Three (3) years' work experience in fundraising/development
  - Excellent written and verbal communication
  - Ability to manage multiple tasks simultaneously, with close attention to detail

- Proficient knowledge of the Microsoft Office Suite, specifically Outlook, Word, Excel and PowerPoint
- Preferred qualifications
  - Five (5) years of successful work experience in an administrative setting
  - Database experience in Tessitura or other CRM software

#### **VII. COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:**

Collaborative  
Effective communicator  
Customer-focused  
Values differences  
Resourceful  
Situationally Adaptive  
Instills Trust

#### **VIII. ORGANIZATIONAL RELATIONSHIPS:**

- Reports to: Associate Director of Individual Giving
- Supports: Development Department
- Peer collaboration/communication with: Sales/Marketing and Business Analytics Departments

#### **TO APPLY**

Please email cover letter, resume, to [HR@balletaustin.org](mailto:HR@balletaustin.org)

#### **BACKGROUND SEARCH REQUIRED**

**NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION**

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.