



JOB DESCRIPTION

Position: Development Manager
Department: Development
Reports to: Director of Development
Full-time non-exempt Employee

The Development Manager plays an integral role in the success of the organization by participating in all fundraising activities, representing Louisville Ballet in the community and achieving fundraising goals for activities and programs. Working closely with the Director of Development, the Development Manager will assume responsibility for an individual annual giving campaign and major fundraising events. The preferred candidate will possess strong written and verbal skills; a passion for the arts; a patron-centered attitude and a desire to advance his/her career in philanthropy.

PRIMARY RESPONSIBILITIES

- Manage and execute a three (3)-year annual giving plan to move a portfolio of mid- to low-range donors to higher giving levels; includes a direct mail campaign.
- Lead in the planning, organizing and direction of two major fundraising events.
- Identify grantors, write strong proposals and grant.
- Meet prospective and current donors on a continual basis to establish effective communications.
- Manage a development department calendar in collaboration with the Development Coordinator.
- Maintain gift recognition programs.
- Assist in the identification of planned gift prospects.
- Oversee electronic giving and other fundraising drives.
- Other duties as assigned by the Director of Development.

PROFESSIONAL REQUIREMENTS

The Development Manager must possess:

- Associate or Bachelor's degree.
- A minimum of three years' experience in an administrative position – preferably in a not-for-profit.
- Knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Ability to present information concisely and effectively, both verbally and in writing.
- Fundraising database experience – eTapestry preferred.
- Proven experience in the ability to multi-task and manage time efficiently.
- Experience in working independently.
- Excellent interpersonal skills.
- Proficiency in Microsoft Word and Excel.

- Demonstrate professional conduct at all times.

The Development Manager is often expected to work late and weekend hours as related to the performance and special events schedule.

HOW TO APPLY

Please send the following materials to Diane Davis, Director of Development,
ddavis@louisvilleballet.org:

- Cover letter
- Resume
- One writing sample

Include Development Manager Search in the subject line. No phone calls, please.