

ALONZO KING LINES BALLET

Title: Development Manager

Location: Hybrid with ability to easily come to the office, attend events, performances, meetings (Office HQ is in San Francisco, Civic Center area)

Classification Type: Full time, Exempt

Reports to: Director of Development

Direct Reports: None

Salary: \$75k - \$85k

Start Date: Immediately

ABOUT ALONZO KING LINES BALLET

Alonzo King LINES Ballet was created with the purpose of touching hearts and stirring minds through dance. Named as a choreographer with “astonishing originality” by the New York Times, Alonzo King has guided **Alonzo King LINES Ballet** with his unique artistic vision since 1982. The organization has been recognized for its critically acclaimed Company performances around the world, its unique musical collaborations, and transformative education programs that nurture creativity, self-discovery, empathy, and risk-taking.

With each artistic collaboration, LINES Ballet investigates deeply rooted affinities between Western and Eastern classical forms, elemental materials, the natural world, and the human spirit. At LINES Ballet, the artistic investigation is infinite and essential for it leads to what unites us as human beings: empathy, joy, and the ability to transcend. Alonzo King LINES Ballet embraces a spirit of inquiry and openness to change combined with a reverence for legacy and history.

LINES is supported by a working and generous board of directors. Our 2024 annual budget is \$6 million and growing. The organization enjoys broad support from donors across the country and is the recipient of grantors and support from leading foundations that champion artistic excellence, innovation, strategic growth, and a commitment to diversity.

We invite you to learn more about us here: <https://linesballet.org/>

POSITION SUMMARY

The Development Manager will play a key role in supporting the success of LINES Ballet fundraising efforts. Reporting to the Director of Development (DoD), this position is responsible for supporting the Development Department’s cultivation, stewardship, and solicitation activities, including special events and the growing of our individual donor base.

The Development Manager will be able to work successfully with stakeholders across the organization, including board members, supporters, patrons, staff, vendors and within the Community.

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ESSENTIAL DUTIES & RESPONSIBILITIES

- Support the Development Department's cultivation, stewardship, and solicitation activities related to individual giving including prospect research, annual fund management, campaigns, ticketing concierge, and related initiatives.
- Maintains a portfolio of mid-level donors and creates individualized stewardship and cultivation plans.
- Utilizes and builds upon sound fundraising principles to attract, engage, and grow loyalty and levels of support of LINES Ballet individual donor base.
- Participates in donor cultivation and stewardship initiatives with a variety of constituencies including Board members and individual patrons and supporters by phone, (e)mail, and in-person.

Event Management:

- In coordination with DoD, manage the organization's events program including donor events, Gala, and other events within and outside the Bay Area.
- Manage vendors, create invitations, manage invitation lists, and track RSVPs. Responsible for supporting production and execution needs for events, with direct support from the DoD. Assist with event budget management.
- Actively participates in Development and Gala Committee meetings.
- Represents LINES Ballet in Community and attends events, performances throughout the year.

Communication & Coordination:

- Maintain the Development department calendar.
- Maintain donor records in CRM (Salesforce) and build and run reports as requested.
- Create and proofread a variety of public-facing materials including fundraising appeals, digital communications, letters, donor lists, and other pieces.
- Works with Database Administrator to ensure timely processing of gifts and donation acknowledgements.
- Assist with Board of Director administration including Board Meeting support, creating, updating and archiving Board-related materials.
- Manages donor benefits fulfillment.

EXPERIENCE & ATTRIBUTES

- Ideally 3-4 years' experience working on a fund-raising team with increasing responsibility.

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- An avid learner who welcomes the opportunity to learn about dance and ballet; a plus if the candidate has experience or a background in the arts, dance, and culture sector.
- Superior systems and computer skills including CRM Databases, Microsoft Office, and Google Workspace, and ability to learn new software applications.
- Strong proofreading skills, attention to detail, and copywriting ability; values accuracy and believes these attributes are vital in maintaining superior internal and external relationships.
- Proven project management and organizational skills: ability to manage multiple and competing priorities to successful deadline in a very fast-paced environment.
- Must be able to make decisions confidently and work independently. Mature, communicative team member who thinks on their own feet and thrives on making and suggesting improvements.
- Diplomatic and professional demeanor and ability to navigate a range of stakeholders, and confidence in donor-facing situations.
- Must be able to attend and work at performances and events in the evenings and weekends.
- Note: this role may include future supervision. Prior people management experience is nice to have but not required.

The Company offers generous benefits, including a hybrid work environment, 100% Employer paid health plan, dental and vision coverage, pre-tax commuter benefits, 403(b) retirement plan, generous paid time off, and unlimited discounted dance classes for full-time employees. LINES Ballet is an equal opportunity employer.

Equal Opportunity & Equity Statement

LINES is an equal opportunity employer embracing a workforce that reflects the exceptional diversity of the Bay Area and our country. We comply with all applicable state and local laws governing nondiscrimination in employment. We foster a work environment where people feel welcomed regardless of race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.