

ALONZO KING LINES BALLET

Title: Associate Director of Development

Reports To: Director of Development

Conditions:

- Full time employee
- Starting at \$70,000 and commensurate with experience
- Medical Insurance
- Monday – Friday, nights and weekends as necessary
- Exempt

Join an internationally-acclaimed arts organization at a pivotal time in its growth. Celebrating 35 years, Alonzo King LINES Ballet (AKLB) is part of the cultural fabric of San Francisco and known around the globe for its impact on the future of ballet and arts education. Founded by visionary choreography Alonzo King, the company has been recognized for its 75+ world-premiere performances, unique collaborations, and transformative education programs, all of which are grounded in the philosophy that art lives in everyone.

The Associate Director of Development is an integral member of the AKLB Development team. She/e works in close collaboration with the DoD to develop, manage, and execute development strategies with a focus on Institutional giving. The Assoc. DoD identifies and solicits corporate, foundation, and government funders, and manages Institutional reporting and stewardship. This position requires excellent communication skills, a strong understanding of fundraising practices and principles, a high level of attention to detail combined with the ability to be flexible, take initiative, and work collaboratively.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Institutional Giving

- Identify new corporate, foundation, and government funding partners whose programs align with organizational priorities
- Develop grant applications, proposals, and interim and final reports
- Maintain AKLB's Institutional Fundraising Calendar, including deadline oversight
- Oversee fulfillment of Institutional benefits and stewardship efforts that communicate impact of giving
- Maintain Institutional files and document donor communication in database

B. Individual Donors:

Assist the DoD with the following:

- Identify prospective individual donors by researching giving capacity and philanthropic interests
- Develop solicitation strategies that align donor interests with AKLB funding priorities
- Create compelling proposals/presentations
- Support donor stewardship efforts, including the creation of stewardship reports, planning appreciation events, and ensuring accurate donor recognition
- Track progress and interactions through hard files and in Salesforce database

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C. Annual Giving

Assist the DoD with the following:

- Manage direct mail solicitations following 2 annual San Francisco Home Seasons
- Develop project-specific mail and email campaigns to support AKLB's robust education and community programs, unique artistic collaborations, and other efforts
- Oversee the timely execution of donor acknowledgements (e.g. letters, thank you phone calls) and the fulfillment of giving benefits across annual fund levels

D. General

- Work in collaboration with DoD to manage and execute fundraising strategies
- Support the Board of Directors by assisting with meetings, the creation of materials, and ongoing board communication
- Represent AKLB in interactions with donors, patrons, and community members
- Work closely with Marketing staff to develop printed materials related to fundraising
- Contribute to processes that ensure accurate and timely gift processing, records management, and donor acknowledgements
- Participate in the development, planning, and execution of special events
- Work closely with all members of AKLB staff and volunteers to achieve the organization's goals
- Attend all LINES Ballet performances during 2 annual home seasons (spring and fall)

QUALIFICATIONS:

- Excellent fundraising track record (3+ years) with grants and proposal writing experience
- Excellent verbal, written, and presentation skills
- Proficient in databases, Excel, and Microsoft Office suite
- Proactive and problem-solving mindset
- Responsive and resourceful
- Collaborative
- Ability to represent the organization and its values in a professional manner
- Love of dance is a plus
- Knowledge of Bay Area community a plus

COMPENSATION:

- Starting at \$70,000 and commensurate with experience
- Full-time position with health care and paid vacation
- Monday – Friday, nights and weekends as necessary

TO APPLY:

Please send a letter of interest and a resume addressed to Rachel Ash and Development Committee to rachel.ash@linesballet.org. Position open until filled.