

ALONZO KING LINES BALLET

Title: Development Associate

Reports To: Director of Development

Conditions:

30 hours a week

Medical Insurance, Vacation

Monday – Friday, nights and weekends as necessary

Alonzo King LINES Ballet seeks a Development Associate to support all aspects of the Ballet's growing fundraising operations. This is a unique opportunity to join an internationally celebrated arts organization and a leader in its field at a critical time in its evolution. An important member of the Development team, this position is ideally suited for someone looking to grow in development and non-profit administration. Responsibilities include processing gifts, acknowledging donors, overseeing the Development database, supporting stewardship efforts and events, prospect research, and creating reports on fundraising progress. At least one year of prior Development experience preferred. Experience with customer service and database management strongly desired.

LINES Ballet is a contemporary ballet company recognized worldwide for the artistic excellence and bold imagination of its founding choreographer Alonzo King. In addition to a celebrated professional company, LINES Ballet has outstanding education programs including a BFA program with Dominican University, a pre-professional program, offerings for kids and teens, and a Dance Center with 80+ weekly classes open to the community. *Founded in 1982, the mission of Alonzo King LINES Ballet is to nurture dynamic artistry and the development of authentic, creative expression in dance, through collaboration, performance, and education.* linesballet.org. 26 7th Street, San Francisco, CA 94103

JOB OVERVIEW:

- The Development Associate supports all aspects of fundraising at LINES Ballet, including processing gifts, acknowledging donors, overseeing the Development database, supporting stewardship efforts and events, prospect research, and creating reports on fundraising progress.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Gift Processing and Donor Acknowledgement

- Enter all gifts in CRM database (Salesforce) and ensure donors are properly recognized with timely acknowledgement letters and thank you calls
- Generate donor lists for LINES Ballet stewardship materials, including program books

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B. Database Management and Oversight

- Super user of LINES Ballet's CRM responsible for maintaining accurate records of donor giving and communication and advising on best practices for departmental data management

C. Fundraising Reporting and Analysis

- Perform basic and advanced queries in CRM to create mailing lists, weekly gift reports, and other data sets for donor communications, events, appeals, campaigns, etc.
- Support prospect research efforts to inform donor meetings and fundraising strategy

D. Departmental Support

- Attend all LINES Ballet performances in San Francisco (avg. of 16 per year) and events as needed
- Provide administrative support to Development team, including coordinating logistics of donor visits and events as requested
- Communicate with donors on ongoing basis regarding questions about their giving
- Assist in preparing expense reports

QUALIFIED CANDIDATES WILL POSSESS:

- At least 1 year of prior fundraising experience (preferred)
- Fluency in one or more CMS (LINES Ballet uses Salesforce)
- Track record of successfully managing detail-oriented projects
- Passion for the arts
- Ability to work well in small, agile teams
- Excellent organizational skills and attention to detail
- Customer-service minded approach
- Ability to learn quickly and be flexible
- Excellent written and in person communication skills
- Alignment with LINES Ballet core ideology
- A high level of integrity
- Self-starter attitude with problem-solving skills
- Ability to represent the organization and its values in a professional manner

TO APPLY:

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