Job Title: Development Associate
Reports to: Director of Development

Conditions:
- Full-Time, Exempt position
- 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 is 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 & RESPONSIBILITIES:**

**A. Gift Processing and Donor Acknowledgment**
  - Enter all gifts in CRM database (Salesforce) and ensure donors are properly recognized with timely acknowledgment letters and thank you calls.
  - Generate donor lists for LINES Ballet stewardship materials, including program books.
  - Create and monitor campaigns on giving platforms.
d. Prepare and deposit funds on a bi-weekly basis.
e. Communicate with donors on an ongoing basis regarding questions about their giving history.

B. Database Management and Oversight
a. 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
a. 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.
b. Support prospect research efforts to inform donor meetings and fundraising strategy.

D. Event Support
a. Attend all LINES Ballet performances in San Francisco (avg. of 16 per year) and events as needed.
b. Provide administrative support in coordinating logistics of donor events including open/dress rehearsals, green room visits, opening night party and annual spring gala.
c. Provide administrative support during Donor Pre-Sale and VIP ticketing for YBCA Home Seasons.
d. Collect and scrub data from all donor events and import into the database.

E. Board of Directors Support
a. Maintain the Board of Directors’ calendar, listserv, and Google Drive
b. Schedule all Board and Committee meetings
   i. Reserve meeting space and arrange food delivery for meetings
   ii. Collect and distribute meeting materials
   iii. Attend meetings and take minutes, as needed
QUALIFIED CANDIDATES WILL POSSESS:

- At least 1 year of prior fundraising experience (preferred)
- Fluency in one or more CRM (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 organization 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 cover letter and resume to development@linesballet.org.