

# **ALONZO KING LINES BALLET**

Position: Development Associate

Status: Full-time (35 hours weekly) with benefits

Salary: \$ 30-33/Hr (\$55-60K) Non-Exempt

Start Date: ASAP

Location: Hybrid - bay area based with ability to be on-site at LINES HQ on a 1-2x weekly basis.

Occasional eves/weekends for events in San Francisco

## **ABOUT ALONZO KING LINES BALLET**

Join an internationally acclaimed arts organization with four+ decades of history! Alonzo King LINES Ballet is part of the cultural fabric of San Francisco and known around the globe for its impact on shaping the future of ballet and dance education. Founded by choreographer Alonzo King, one of the pioneers of contemporary ballet, the organization has been recognized for its international touring and world-premiere performances featuring unique collaborations and transformative education programs that nurture creativity, self-discovery, empathy, and risk-taking.

LINES presents two home seasons in San Francisco and maintains a robust national and international touring schedule. In 2025, LINES touring will be showcased at numerous prestigious venues throughout the US and Europe. The Company collaborates with major musical artists, including GRAMMY-winning vocalist Lisa Fischer, Jason Moran, the late Zakir Hussain, as well as acclaimed visual artists Richard Misrach and RJ Muna. LINES collaborates with other San Francisco arts institutions such as KQED, SF MOMA and recently was featured in a documentary at the SF International Film Festival.

To learn more about us: <https://linesballet.org/>

## **Position Overview:**

This position reports to the Director of Development and will provide a range of administrative, event, data and communications tasks and projects for the department. This role is ideal for someone who is emerging or growing their fundraising career in the Arts or Non-profits and prefers a range of both external (public-facing) and internal (organizational) work on a high-performing philanthropy team.

**Donor Relations:**

- Responding to and tracking queries, issues, and responses to VIP donors for performances and events
- Working closely with the Director of Development, ensuring that VIP donors have seats and additional benefits to their level secured.

**Special Events:**

- Coordination and planning of performances/events:
  - Assist with seating of patrons to performances and events
  - Assist with guiding and accompanying guests eligible for exclusive back stage opportunities
  - Work with vendors for price comparisons, accuracy in delivery, and timeliness
  - Under the supervision of Development and Marketing Departments, ensure stock of collateral, PR materials and their distribution
- Coordinate donor-benefit rehearsals, receptions, salons and other small-large events

**Administration and Communications:**

- Manage vendor contacts
- Track invite lists and RSVP's
- Manage donor benefits fulfillment
- Create or assist with a variety of public-facing materials including fundraising appeals, digital communications, talking point emails, letters, donor lists, other
- Help with Development calendaring, timeline reminders, etc

**Database Support:**

- Work with Salesforce Administrator to ensure timely entry of correspondence, meetings and other donor and prospect touchpoints
- Assist with Donor, Family Foundation and Prospect research and identification
- Assist in gathering database statistics based on need (gifts, board, contacts, guests, etc)

**Qualifications:**

- A passion for the mission of Alonzo King LINES Ballet and desire to contribute to its success
- Two-three years of strong administrative experience in non-profits
- High attention to detail and highly organized to complete multiple priorities
- Technical proficiency with databases, CRM's, Google Workplace, Excel
- Excellent written, verbal and interpersonal skills are essential for interacting with staff, donors and other stakeholders
- Experience with event coordination
- Tact and diplomacy with ability to maintain confidentiality and discretion

- Education: a 2 or 4 year degree in communications, non-profit or arts administration or marketing are strong foundations for this role

**Equal Opportunity and Equity Statement:** LINES embraces an inclusive workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to 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. LINES Ballet is an equal opportunity employer. All qualified applicants will receive consideration for employment.

The Company offers benefits as follows: a hybrid work environment, Employer-paid health and dental options, Life insurance and EAP plan, Acupuncture/ Chiropractic benefit, Pre-tax FSA health and transit plans, 403(b) retirement plan participation, sick time, generous vacation and holiday paid time off, free dance classes by LINES faculty, tickets to free or greatly discounted LINES Ballet performances.

To apply: Please send a cover letter and resume to Anne Calais, Director of Human Resources, at **[jobs@linesballet.org](mailto:jobs@linesballet.org)**