



Position Description - Development Director
West Hartford, Connecticut
www.dancebtc.org

Ballet Theatre Company is seeking a **Development Director** to lead our donor relations program and manage our fundraising initiatives to support our performances, outreach programs, and staff. The successful candidate will be responsible for raising money directly from donors, developing Ballet Theatre Company's fundraising campaigns, and communicating with current and prospective donors. This position involves managing individual and corporate gifts as well as planned and annual giving campaigns. If you have a strong background in non-profit fundraising and development, are passionate about dance, the arts, and interested in joining a successful and growing team, we encourage you to apply.

Position Description:

The Development Director is responsible for raising funds for Ballet Theatre Company. Duties include fundraising, building strong and successful relationships, maintaining communications with donors and patrons, board recruitment, and collaborating with staff to effectively achieve annual fundraising goals.

Goals/Expectations/Responsibilities

- Meet or exceed annual fundraising goals for BTC
- Reporting regularly to the Managing Director on goal progress, all sponsorship, donor and funding activities of the organization
- Develop and oversee our annual individual membership program
- Identify prospective individual donors to join BTC's Membership program: *Encore Society* and develop strategies to cultivate those relationships
- Identify prospective corporate donors and develop strategies to cultivate those relationships
- Identify prospective sponsors for BTC's season that includes performances and events
- Maintain ongoing communications with private and corporate donors
- Research donor relation programs at local, state and federal art institutions
- Ensure timely and accurate report deliveries to funders
- Collaborate with staff on the management and planning of fundraising events and donor receptions
- Develop print marketing collateral related to fundraising in collaboration with our Artistic Director and Graphic Designer
- Adhering to, exemplifying, and enforcing BTC's Code of Conduct.
- Grant writing

BALLET THEATRE COMPANY

Job Listing - Development Director

Ideal Qualifications

- Bachelor's Degree in Business Administration, Communications or related field
- Certified Fundraising Executive a plus
- 8+ years' fundraising experience
- Foundation relationship and grant writing experience
- Familiarity with Bloomerang or similar donor management system
- Demonstrable knowledge of Microsoft Office suite
- Excellent written, interpersonal, and verbal communication skills

About BTC

The three-part mission of BTC is to enrich the Greater Hartford by producing professional dance productions, to partner with community organizations to make the art of dance enjoyable and accessible to all through its Community Enrichment Program, and to teach dance education for ages three through adult at the School of Ballet Theatre Company.

This ballet company aims to improve DEI progressively, maintain equity in the arts, and dynamically provide approachable programs for all ages. In the past 24 years, BTC has trained thousands of aspiring dancers, provided hundreds of jobs to local dance professionals, produced over one hundred incredible live-action ballets, and has enriched the community through its four enrichment programs by making dance accessible to over 11,000 children in the Greater Hartford metro area.

Interest to Apply

All interested in this position should submit a detailed resume and cover letter to stephanie@dancebtc.org.

Resumes without a cover letter will not be considered. Your cover letter must be no longer than one page and include a description of your career, and philanthropy. The subject line of your email submission must read "Development Director Application."

The recruitment is open until filled. The priority review deadline for applications is Friday, September 22, 2023.

Position Type:

Full Time

Position Location

This position is expected to report daily in our offices at 20 Jefferson Avenue, West Hartford, Connecticut.