



Job Title: Development Manager	
Reports to: Director of Development & Communications	
Program/Department: Administration	
FLSA Status: Exempt	Schedule: Full Time
Approved by:	Date Approved:

SUMMARY

The **DEVELOPMENT MANAGER**, reporting to and in close collaboration with the Director of Development & Communications, provides support for all Oklahoma City Ballet donor and fund development and fundraising activities and will routinely serve as OKC Ballet and Development Department representative within the organization and external to the community. The Development Manager, under the direction of the Director of Development and Communications and in a supportive perspective, is responsible for: the cultivation of community relationships which promote OKC Ballet; building visibility of the Ballet which expands and diversifies financial resources and the donor base/pipeline; and the development of key external alliances by cultivating individual and philanthropic support as OKC Ballet continues to grow.

DUTIES AND RESPONSIBILITIES

- Support fundraising strategies and plans put forth by the Director of Development and Communications.
- Cultivate long-term relationships with a select group of donors.
- Research and identify funding opportunities, potential donors, foundations, and sources.
- Manage The Associate Board, the young professionals group. Duties to include: renewing subscriptions; planning events; working with Marketing Manager to promote events and activities; and attend meetings.
- Collaborate with staff on the management and planning of fundraising events and donor receptions.
- Oversee Patron events at performances and throughout the year.
- Support Development Department fully in donor stewardship including but not limited to thank you notes and calls.
- Maintain current detailed contact reports of any and all meetings with donors.
- Appear at various community events, create and occasionally provide presentations that promote OKC Ballet.
- Project favorable image of OKC Ballet to promote its aims and objectives and foster and enhance public perception of all its areas of endeavor.
- Operate at the highest levels of commitment to confidentiality and a high degree of accuracy in donor records and storage of information.
- Operate at the highest level of commitment to practices that enhance and promote OKC Ballet.
- This position is required to work at all OKC Ballet performances.
- Practice positive internal communications and a favorable working relationship with all employees to promote a positive work climate which will be conducive to maximum morale, productivity, and effectiveness.
- Perform other duties as required or requested.

EDUCATION AND EXPERIENCE

- Bachelor's degree and background in nonprofit fundraising and event planning experience preferred.
- Excellent community, public relations, and effective oral and written communications skills.
- Experience with development software – specifically, NEON donor management.

Development Manager Position Description

- Proficiency with Outlook, Word, Excel, PowerPoint, Microsoft Office, phone, desktop and portable computers and electronics.
- A successful record of accomplishment in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Personal qualities of integrity, credibility, and dedication to OKC Ballet.
- Required: appropriate clearance of background check and drug screen; possession of a valid driver's license and insurance coverage as required by law.

EEO STATEMENT

Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements and individual qualification.

Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.

We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.