



Job Title: Development Manager	
Reports to: Director of Development & Communications	
Program/Department: Administration	
FLSA Status: Exempt	Schedule: Full-Time
Approved by: Jo Lynne Jones	Date Approved: 11/17/2023

SUMMARY

The **DEVELOPMENT MANAGER**, reporting to and in close collaboration with the Director of Development & Communications, plays a crucial role in the implementation and execution of fundraising activities for Oklahoma City Ballet. The Development Manager, is responsible for: the cultivation of community relationships which promote Oklahoma City Ballet; building visibility of the Ballet which expands and diversifies financial resources and the donor base; and the development of key external alliances by cultivating individual philanthropic support as Oklahoma City Ballet continues to grow.

DUTIES AND RESPONSIBILITIES

1. Donor Cultivation and Relationship Management:

- Maintain a portfolio of current and prospective donors, managing them through the fundraising cycle of identification, qualification, cultivation, solicitation, and stewardship
- Maintain current detailed contact reports within the donor database system of all meetings with donors
- Serve as liaison for the Associate Board, the young professionals' group, attending meetings and overseeing their efforts to support Oklahoma City Ballet
- Support Development Department fully in donor stewardship including but not limited to thank you notes and calls
- Work closely with contracted event planner for fundraising and donor cultivation events throughout the year; take the lead on small, in-house events, coordinating with vendors and staff
- Operate at the highest levels of commitment to confidentiality and a high degree of accuracy in donor records and storage of information

2. Fundraising Campaigns:

- Manage all aspects of fundraising campaigns each year, working closely with the Marketing Manager and professional printer
- Utilize data and analytics to evaluate campaign effectiveness and make recommendations for improvement

3. Strategic Planning and Research:

- Develop and implement strategies to increase donor retention and loyalty
- Research, identify, cultivate, and grow funding streams through sponsorships, funding opportunities, individual donors, foundations, and other sources of new income

4. Collaboration and Teamwork:

- Collaborate with marketing and communications team to develop promotional materials to maximize outreach
- Collaborate with other departments to ensure a coordinated and integrated approach to fundraising

5. Communications:

- Occasionally create written copy for newsletters and other communications
- Appear at various community events as a representative of Oklahoma City Ballet
- Create and occasionally provide presentations that promote Oklahoma City Ballet to advance funding and volunteer appeals
- Serve as an ambassador for Oklahoma City Ballet in the community
- Practice positive internal communications and a favorable working relationship with all employees to promote a positive work climate
- Perform other duties as required or requested

EDUCATION AND EMPLOYMENT EXPERIENCE

- Bachelor's Degree or equivalent experience
- Three or more years of relevant work experience in nonprofit fundraising

Development Manager Position Description

OTHER REQUIREMENTS

- This is an in-person position at our offices located at 6800 N Classen Blvd. The schedule is generally Monday through Friday from 9am to 5pm with some required evenings and weekends.
- This position is required to work at all Oklahoma City Ballet performances
- Critical thinking and strong problem-solving skills
- Excellent community engagement, public relations, and effective oral and written communications skills
- Experience with development software – specifically, NEON donor management system or similar CRM
- 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 Oklahoma City Ballet
- Required: appropriate clearance of background check; possession of a valid driver's license and insurance coverage as required by law

BENEFITS AND COMPENSATION

The salary range for this position is \$55,000 to \$65,000, commensurate with experience. Additionally, the employee would be entitled to the benefits available to all full-time employees. This currently includes annual company-paid employee health insurance valued at \$4,374.25; four weeks of paid time off and 17 paid holidays; 401k Retirement Plan matching up to 4%; and company-paid Basic Term Life/AD&D Insurance. Our current Employee Benefits Guide will be provided to our final candidate.

APPLY

To apply, send your resume, cover letter, and three professional references to Jobs@OKCBallet.org. The position will remain open until filled, but our priority deadline is **December 31, 2023**.

EEO STATEMENT

Oklahoma City Ballet is a safe, inclusive workplace for people of all backgrounds and identities. Some candidates may feel like they are underqualified for a job if they do not have experience in all aspects of the job description. We encourage applicants that are excited about the role, regardless if they meet every requirement, to please apply. We believe similar, though different, experiences are transferable.

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 qualifications. 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.