



## **DEVELOPMENT COORDINATOR**

### **The Opportunity**

Los Angeles Ballet (LAB) is the leading ballet company in Los Angeles known for staging classical, contemporary, romantic and neoclassical ballets, for pioneering new works and for presenting relevant works by many of today's most innovative dance-makers. LAB's original production of *The Nutcracker* is an annual holiday favorite for Los Angeles residents and delights regional, national and international visitors.

The Development Coordinator will have the opportunity to work with a passionate, engaged Company dedicated to excellence in a fast-paced, dynamic, entrepreneurial, growing performing arts organization.

As Los Angeles Ballet embarks on its next decade, we embrace what has always made the city of Los Angeles so special — the place to dream big. LAB signifies LA's imaginative spirit of what is possible, what is unique, and what is the future. Ballet is an exceptional craft that flourishes through the talents of a broader creative network. It is a transcendent art form that we believe should be shared with, and enjoyed by, as many people as possible.

### **Job Description**

The Development Coordinator provides support for the execution of personalized fundraising and stewardship strategies for donors, members and prospects. Primary responsibilities include developing written donor communications; tracking campaign progress and preparing documentation of all contributions; maintaining accurate donor records in database; and logistical support for donor meetings, member events, and organizational events.

### **General Responsibilities:**

- Administer the day-to-day activities in a highly collaborative team-oriented manner.
- Assist leadership to regularly report on campaign and overall fundraising progress
- ensure accurate gift processing, coding and tracking.
- Support the execution of member and fundraising events to ensure its efficiency and cost-effective management.
- Provide excellent, proactive customer service to donors through direct contact via phone, email, mail and in person.
- Ensure the fulfillment of donor benefits and stewardship activities, including proper recognition and gift crediting in digital and print materials, performance ticket requests, event RSVPs and regular greeting of donors at Company activities.
- Participate in analyzing donor/prospect information to draft planned giving letters/proposals to support gift discussions and solicitations.

- Provide administrative support including calendaring, planning and donor database updates.
- Perform data entry and track activity including correspondence, consults, event contacts, and visits. Research and formulate prospect lists and run reports including activity reports, portfolio assignments, and proposal activity.
- Demonstrate excellent judgment and interpersonal skills in responding to inquiries from prospects or donors while maintaining the utmost confidentiality.
- Exercise independent thinking and ownership of projects. Conceptualize, plan and implement multi-step projects with minimal supervision.
- Other duties and special projects as assigned by leadership.

### **Requirements/Qualifications**

- Bachelor's degree preferred; minimum of 3 years' experience in fundraising, donor relations, and data management.
- Have experience and confidence in donor database management and ease in functioning in CRM systems
- Ability to take initiative to organize and coordinate activities/projects and follow-through on all aspects of assignments while maintaining high quality control.
- Maintain records of outreach and engagement activity consistently and promptly in the database.
- Must be able to set priorities and work independently while balancing multiple requests.
- Utilize personal skills in dealing with people with diplomacy, tact, and maturity
- Maintain the highest standards of professionalism at all times. Excellent written and verbal communication skills required.
- Data-driven and technically proficient and detail oriented, including outstanding proofreading skills.
- Advanced proficiency with Microsoft Word, PowerPoint, and Excel.
- Experience and/or interest in performing arts.
- Ability to work some evenings and weekends.

### **Reports to**

Director of Development

### **Compensation**

- Salary - \$60,000
- Employer-paid medical coverage
- Retirement plan option
- Flexible PTO

### **To apply**

Please email a cover letter and resume to [admin@losangelesballet.org](mailto:admin@losangelesballet.org). LAB will be accepting submissions through Friday, January 31, 2025.

LAB provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.