



LOS ANGELES BALLET

January 2017

Director of Development

PRIMARY FUNCTION

The Director of Development is a member of the Senior Administrative team and provides the leadership, management and coordination for LAB's individual and institutional fundraising efforts. She or he will drive acquisition and retention for all contributed revenue through both innovative and traditional methods. The Director reports to the Executive Director, works closely with the Chair of the Board of Directors, the Chair of the Development Committee, and also with the Audience Development Director. The Director will be responsible for conceiving of, implementing and executing LAB's fundraising strategies, a deeply involved fundraiser and relationship builder who will lead the department responsible for achieving specific fundraising targets. This is a high-output environment that focuses on results achieved through creative thinking, targeted action and open communication.

The Director of Development will review the current fundraising support infrastructure to ensure that the organization can respond quickly, effectively, creatively and contextually to long-term financial requirements and short-term operating needs. She or he will oversee the delivery of a high-touch stewardship and donor recognition program and will interact regularly with major donors. Along with the Executive Director, the Director will represent Los Angeles Ballet at performances, at most social functions, and other non-LAB activities in the community.

He or she will collaborate closely with the Chair of the Development Committee to evolve the fundraising capabilities of the Board of Trustees and the Los Angeles Ballet Guild, and will work closely with individual Board members to secure contributed revenue.

Additionally, the Director of Development will execute the following responsibilities on an ongoing basis:

- In collaboration with the Executive Director, develop a fundraising plan that includes donor segmentation, objectives for individual and institutional fundraising and success metrics, identification of staff and board members who will be actively involved in fundraising and definition of roles, targets and fundraising goals;
- Manage and personally engage in solicitation and stewardship activities in collaboration with the Executive Director, Artistic Directors, other staff, and members of the Board;
- Retain, recruit, and manage a team of development professionals with appropriate balance of skills and experiences; establish work plans, performance objectives and goals, and regularly review performance; provide professional development and training opportunities to cultivate staff skills and professionalism;

- Orchestrate special events that boost institutional and individual fundraising efforts, including galas, openings, corporate and private gatherings, and events celebrating contributions of various donor groups and marking special milestones for LAB;
- Establish institutional giving programs for corporate and foundation gifts; ensure successful adherence to grant and restricted giving agreements; establish clear standards for institutional sponsorship, with particular emphasis on the proper use of logos, brands, naming and other recognition opportunities;
- In partnership with the Audience Development Director, ensure the Development and Audience Development Departments share data on subscribers and donors, and work collaboratively to optimize and maximize total revenue for LAB;
- With the Chair of the Board Nominating Committee and the Executive Director, identify potential Board Member candidates who can help the Board reach its fundraising objectives; collaborate with the Executive Director in the preparation of annual operating plans and budgets, incorporating fundraising projections into the budget of the organization.

For the first six months, the Director of Development's immediate priorities are to:

- Thoroughly understand Los Angeles Ballet – its history, culture, traditions, programs, personalities, constituencies and governance structure; understand its base of financial support and the short and long-term funding requirements of all segments of the organization;
- Develop strong relationships with, and secure the trust and confidence of, the Executive Director, Artistic Directors, the Chair of the Board of Directors, the Chair of the Development Committee, President of the Guild, Audience Development Director, the Senior Administrative team and the Development Manager, key funders, trustees, influencers, and others critical to individual and institutional fundraising efforts;
- Immediately assess the “state of play” of in-process fundraising efforts and provide support for those efforts as needed; assume a hands-on leadership role in the identification, cultivation and solicitation of major gifts.

IDEAL EXPERIENCE and QUALIFICATIONS

- A minimum of 7 years professional fundraising experience, preferably with a sizable, high-performing institution that includes capital, endowment, annual fund, event and membership elements; successful experience raising principal or major gifts from individuals and institutional sources or equivalent experience as a Board member with an arts organization that has a reputation for strategic thinking, operational excellence, aggressive action and rapid growth;
- An exceptional communicator, both in writing and orally; an extrovert who obtains energy from connecting with individuals, aligning the case for support and creating opportunities for engagement; one with social grace and charm who can build enthusiasm for LAB;

- Demonstrated skills in motivating, directing and managing staff and consultants, and in coordinating and supporting the fundraising activities of others; a good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan;
- Broad-based knowledge of various development activities including: web, social media, direct mail, membership, proposal and grant development, planned giving, capital campaigns, event planning and management, direct solicitations, leveraging fundraising databases and support systems for donor segmentation, research and volunteer management;
- Experience in structuring sponsorships; demonstrated success with establishing stewardship and donor recognition programs that sustain long-term relationships;
- An understanding of fundraising systems and how data can be used to manage the fundraising process, enhance donor cultivation and drive fundraising priorities;
- Emotionally mature with a very good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations;
- Ballet/dance company operations or arts organization knowledge a plus.

SALARY AND BENEFITS

Los Angeles Ballet offers a competitive benefits and compensation package.

LOCATION

This position is located in West Los Angeles, CA.

APPLICATION DEADLINE

Before sending your résumé for this position, please read it over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, email your résumé and cover letter to contact@losangelesballet.org. No Phone Calls Please. Find out more about LAB at losangelesballet.org. LAB is an Equal Opportunity Employer.