

---

**Reports To:** Executive Director

**Classification:** The Director of Development is a full-time, salaried position.

### Job Overview

**Alberta Ballet is one of the largest arts organizations in Alberta and is a cultural ambassador for our province around the world. Alberta Ballet is currently expanding its operations and is seeking a dynamic leader in the area of Fund Development.**

As a key member of the Alberta Ballet team, the Director of Development is responsible for leading a team to achieve all fund and stakeholder development activities of the organization ensuring that they meet or exceed their goals in Calgary, Edmonton and nationally.

The Director of Development and Advancement will provide the leadership, strategic direction, management and coordination for all Alberta Ballet, School of Alberta Ballet and Alberta Ballet Foundation fund development, event and volunteer efforts. The Director will create strategies that maximize the organization's support from individuals, corporations, foundations, and all other sources. The Director will play a key role in identifying, cultivating, and soliciting major donors for all gifts. The Director will work in close collaboration with the Executive Director and other senior staff and key volunteer leadership to ensure the development and advancement goals of the organization are achieved.

### Specific Responsibilities

- Plan, administer, and implement all fund, capital campaign, event and volunteer activities of Alberta Ballet, School of Alberta Ballet and the Alberta Ballet Foundation to achieve the organization's goals;
- Develop annual event, volunteer and fund development plans; cultivate and directly solicit key donors, in collaboration with the Executive Director, other Senior Staff and other key volunteers, as appropriate;
- Direct and oversee the activities of all department team members and manage the department in a fiscally sound manner ensuring that appropriate systems, staffing and procedures are in place to support goals;
- Oversee donor database management systems to ensure all contributions are recorded and that donation and donor data is accessible for analysis and reporting efficiently;
- Develop and manage the annual operating budget for the development department, monitoring expenses, and analyzing the benefits versus cost of each component of the annual fund development plan;
- Review fund development progress, at a minimum, monthly and adjust strategies if necessary to ensure that goals are met;
- Provide detailed reports about progress to the Executive Director on a regular basis;
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of individual, corporate and foundation contributions;

- Prepare and/or oversee all direct mail letters, case statements, brochures, and sponsorship proposals required to support fund development efforts;
- Direct and coordinate donor patron receptions, events, and galas in collaboration with other departments as necessary;
- Direct the coordination of, and develop strategies and implementation plans for, Alberta Ballet special events including projections for revenues, expenses, attendance, and best markets for hosting the events;
- Refine and monitor donor acknowledgement and appreciation processes to ensure that all donors receive prompt and gracious thanks for their gifts to Alberta Ballet and the Alberta Ballet Foundation. Call upon the Executive Director or Board members as appropriate to convey thanks to major donors and other special contributors;
- Develop and maintain close working relationships with all Alberta Ballet stakeholders;
- Ensure that donors receive accurate receipts as appropriate for tax purposes;
- Provide feedback and direction to department staff on a routine basis to affirm performance and to solve problems as needs or issues arise;
- Conduct team meetings regularly with development staff and participate in Alberta Ballet senior staff team meetings, staff meetings and retreats;
- Maintain effective working relationships with Board members by attending meetings as requested by the Executive Director, participating in Development and Strategic Planning discussions, and providing professional assistance as needed;
- Ensure that the Development department's culture is in keeping with the organization's vision and mission;
- Conduct annual objective setting and performance reviews with team members and identify and leverage opportunities for professional development and growth; and
- Represent Alberta Ballet at performances, receptions and other functions as required.

## **Experience**

- University degree plus a minimum of ten years of proven experience managing a complex development program and/or development staff for non-profit organizations, including solicitation experience, grant writing, overseeing or producing special events, developing and implementing direct mail and on-line campaigns, nurturing and managing donor relationships, and working with volunteers and a board of directors;
- Excellent verbal and written communications, management, leadership, budgeting, teamwork, networking, and problem solving skills;
- Demonstrated success in managing people and budgets; ability to work in a hands-on environment; computer literacy and knowledge of fundraising software is essential;
- Ability to effectively gain the respect and support of various constituencies, including board and staff members, donors and foundation and civic leaders;
- A successful track record of personally identifying, cultivating and soliciting individual donors, corporations and foundations; and
- A successful record of organizing and implementing activities including: major & annual gifts, grant writing, corporate & foundation giving, direct mail & special events; and
- Past arts organization experience.

## **Personal Qualities**

- Committed to the arts and Alberta Ballet's mission and programs;
- Highly entrepreneurial, resourceful and flexible;
- A strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly involved, energetic and focused;
- A team builder with strong skills in management and leadership;
- A catalyst with vision who can create excitement and energy around Alberta Ballet's programs and encourage others to support the organization -- persuasive, persistent, and determined to advance the organization's goals;
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities; and
- Able to travel domestically and internationally.

**To apply for this position please email your resume to:**

**Nicola Dawes, Executive Assistant to the Executive Director:**

[nicolad@albertaballet.com](mailto:nicolad@albertaballet.com)

**Applications close on Wednesday, February 8, 2012**