



Charlotte Ballet
Development & Philanthropy

Job Description - Philanthropy Coordinator

The **Philanthropy Coordinator** will assist with departmental projects and initiatives such as preparation for donor cultivation, meetings, events, and other opportunities for donor engagement. The position will serve a key role in supporting fundraising for Charlotte Ballet. Working closely with and leveraging department managers, the Philanthropy Coordinator will be involved with all major aspects of development and will make a significant contribution to meeting organizational fundraising goals.

The Philanthropy Coordinator will report and provide administrative support to the Director of Philanthropy and External Relations. The successful candidate will be extremely organized and able to successfully navigate multiple priorities and projects from different managers.

Charlotte Ballet's mission is to provide artistically excellent programming to diverse audiences in its home city of Charlotte, the Southeast region, and to the varied communities it serves while on tour across the nation. Charlotte Ballet is a Charlotte-based, world class repertory dance ensemble. It performs classic, contemporary, and cutting-edge dance with virtuosity, energy, and artistic excellence for local, statewide, and national audiences. Charlotte Ballet's collective talents provide the opportunity and give us the responsibility to challenge, stimulate, educate, entertain, and thereby enrich our audiences.

Due to current pandemic circumstances and acknowledging the highest care for our employees, students, and patrons, Charlotte Ballet is requiring any successful candidates to be fully vaccinated, to include any boosters as recommended, against the COVID-19 virus. Candidates should be prepared to submit proof of vaccination upon hire.

Job Description

Donor Relations, Gift Processing, Prospect Research

- Draft donor correspondence, including acknowledgment letters, as needed and manage the timely acknowledgement of all contributions,
- Compile letters, informational packets, and related materials in response to donor inquiries,
- Coordinate prospect/donor calls and maintain briefing materials associated with activities for potential major donors.
- Ensure that gifts are processed, and that Department is adhering to organizational guidelines and procedures,
- Ensure effective and accurate communication/gift records with the finance department and with donors,
- Manage record-keeping on programmatic activities and achievements for use in reports to stakeholders. Obtain activity reports from program staff, gather relevant statistics, and collect examples of agency's work to inform donor correspondence,
- Research and identify prospective foundation funders, major donors, and corporate sponsors; follow fundraising-related news, research, trends, and best practices,
- Manage and maintain files on major donor and event opportunities, including donor briefs, call sheets, strategy memos, and other relevant correspondence.

Database Management

- Maintain the Raiser's Edge database to increase fundraising capacity and ensure the integrity of the data,

- Partner with Accounting to ensure donations are entered, tracked, and reconciled through Raiser's Edge software
- Monitor and update donor information in the fundraising database,
- Ensure that donor records are accurate and up to date;
- Enter data into constituency information database on a timely basis for prospect tracking purposes,
- Prepare a variety of reports including contact and giving history and prospect clearance status using constituency information database,
- Liaise with the finance department, ensuring that Development Department receives proper financial information for grant reports.

Special Events

- Support the management of the annual Gala and all other smaller fundraising and cultivation events throughout the year,

Education, Qualifications, and Competencies

- Bachelor's Degree preferred.
- Outstanding interpersonal, written and oral communication skills
- Excellent organizational and time management skills, including proficiency in prioritizing and managing multiple, diverse and ongoing projects; attention to detail; and initiative and independence, combined with the ability to work well as part of a team.
- Works independently and collaboratively for designated assignments
- Promotes Charlotte Ballet both in and out of the office,
- Display genuine enthusiasm and regularly take steps to measure and enhance work,
- Comfortable working with deadlines and being flexible when unexpected opportunities arise,
- Knowledge of Blackbaud's Raiser's Edge or similar donor database preferred.
- Carries out projects from concept to completion, including information gathering, content development, review, editing and approvals.

FLSA Status/Classification

The Philanthropy Coordinator will be considered Full-time and Non-exempt in status.

Compensation and Benefits

- \$17-\$20 / hourly
- Benefits include: PTO, Sick Time, 403(b) Retirement Plan, Medical/Dental/Vision, Short/Long Term Disability, FSA

Charlotte Ballet is an Equal Opportunity Employer, and as such, we recognize our responsibility to embrace and promote Diversity, Equity, and Inclusion (DEI) throughout all aspects and levels of our organization including artistic programming, talent recruiting and retention, training, workplace culture, and community engagement.