



Charlotte Ballet
Development and Philanthropy

Job Description – Special Events and Volunteer Manager

The Special Events and Volunteer Manager (SEVM) will be responsible for event fundraising management for Charlotte Ballet, which includes all planning, financial reporting, budgeting, and project management. The Manager will also facilitate volunteer planning committees, in-kind donation solicitations, vendor relations and working with Giving Officers on special donor events and stewardship. The SEVM will also partner with the marketing department on the production of all event materials including invitations, auction catalogues, public relations, and digital/social media.

The Special Events and Volunteer Manager will report to the Director of Philanthropy and External Relations. The successful candidate must be able to work within organizational budgets with an emphasis on maximizing existing events. The position will also serve as the liaison to all third-party vendors and events.

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

Fundraising Event Planning and Execution

- Manages new and existing annual events such as Charlotte Ballet's Spring Gala,
- Responsible for event budgeting, results analysis, and vendor contract negotiations,
- Serves as the organizational liaison for all Third-Party fundraising events, providing promotional support and attending events,
- Works with Director of Philanthropy and External Relations as well as gift officers to coordinate special donor cultivation events,
- Works with Marketing department on the production of all event materials, public relations, and digital/social media,
- Writes and/or edits correspondence, solicitations, and acknowledgment letters,
- Provides day of event coverage.

Volunteer Management

- Works collaboratively with Marketing, corporate giving, and major gift staff to ensure appropriate leveraging of event volunteers, attendees, and donor relationships,
- Facilitates all volunteer event committees and manages all event volunteers,
- Acts as a liaison to community groups and vendors, as assigned.

Education, Qualifications, and Competencies

- Bachelor's degree or equivalent professional experience,
- Previous experience in corporate relations with non-profits, corporate relationship management or sales,
- Previous experience researching and managing portfolios; cold-calling experience a plus,
- Proficiency in writing solicitation letters and proposal materials and creating/managing budgets,
- Working knowledge of Microsoft Office and experience working with a complex donor database, preferably Raiser's Edge

FLSA Status/Classification

The Special Events and Volunteer Manager will be considered Full-time and Exempt in status.

Compensation and Benefits

- \$48,000-\$52,000 / annual
 - Benefits include: PTO, Sick Time, 403(b) Retirement Plan, Medical/Dental/Vision, Short/Long Term Disability, FSA
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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.