

### REPORTS TO:

Director of Development

### GENERAL DESCRIPTION:

The Corporate and Foundation Relations Coordinator is responsible for implementing plans and strategies under the direction of the Director of Development to achieve contributed revenue goals. Job duties will include:

- Write grant proposals, reports and corporate sponsorship requests.
- Expand current institutional relationships, as well as identifying new foundation, corporate and business relationships.
- Manage a comprehensive donor stewardship program for foundations and corporations, including monitoring donor recognition and some cultivation. Ensure the delivery of all promised benefits.
- Prospect research.
- Meet or exceed monthly metric expectations.
- Maintain careful tracking of all prospects and donors including all deadlines, areas of interest, and other relevant information.
- Create and maintain in-kind sponsor relationships.
- Write, design and produce reports for donors and sponsors.
- Coordinate regular communication with foundation, corporate and government donors on behalf of the Director of Development and Managing Director (phone calls, meetings, tickets, backstage tours, studio visits, etc).
- Attend and work at most Tulsa Ballet events to ensure excellent donor relations.
- Other duties as assigned.

### REQUIRED EDUCATION & EXPERIENCE

- Bachelor's degree and related job experience, or multiple-year, career-equivalent experience.
- Experience with development software (Tessitura, Raisers Edge or similar products).
- Understanding of and interest in ballet.
- Several years of progressive responsibility, will consider volunteer or internship positions in evaluating potential.

### REQUIRED SKILLS

- Friendly personality and positive outlook.
- Superior written and interpersonal communication skills.
- Computer experience and knowledge of Microsoft Office.
- Database management experience.
- Excellent organizational skills.
- Proven and demonstrable track record of being able to work under pressure while managing multiple deadlines.
- Self-starter able to work independently with little or no supervision

### WORK ENVIRONMENT & PHYSICAL DEMANDS

- Be able to work nights and weekends when event and/or performance schedule require.
- Be able to lift up to 25 pounds and participate in physical activity required for events.
- Have reliable transportation, as some errands occasionally will be necessary.

### HOW TO APPLY:

Send resume and references to [amy.miller@tulsaballet.org](mailto:amy.miller@tulsaballet.org). No phone calls please.