

**Tulsa Ballet**  
**Development Coordinator**  
**Full Time Exempt**

Reports to: Director of Development

**MISSION**

**To serve as an essential asset of our region through exciting internationally-acclaimed artistic excellence and exemplary education and outreach.**

**We commit to:**

- **Preserve the tradition of classical ballet**
- **Promote the appreciation of contemporary dance**
- **Create works of superior and enduring quality**
- **Educate through exceptional dance training, performances, and outreach programs.**

**VISION**

**To be an innovative leader, powerful partner, and global cultural representative of a community in which the performing arts are valued and promoted as an indispensable resource.**

**Essential duty:** implement plans and strategies to achieve contributed revenue goals, while building and cultivating donor relationships.

**Duties include:**

- Implement annual fundraising plan focusing on Individual Giving to Annual Fund.
- Create messaging for Annual Fund solicitations via print media, email, and telefunding efforts including light graphic design and selection of approved photographs.
- Communicate with members of Box Office/Ticketing staff to relay messaging of active solicitations and correctly record any donations received with subscriptions or ticket orders.
- Manage and track solicitation efforts using database to measure success of messaging and return on investment.
- Meet or exceed monthly metric expectations.
- Provide strong stewardship support in multiple ways including, but not limited to, VIP lounge passes, surprise and delight initiatives, and backstage experiences.
- Process gifts received for the organization including monthly credit card runs.
- Develop reports for tracking donor history and membership growth.
- Perform data mining and research in database to identify solicitation targets for contact.
- Create Plans for prospects and track communication and activity attendance to develop constituents and increase support of organization.
- Complete donor listings to appropriately recognize donors across the organization in performance programs throughout the season as well as in Annual Report.
- Run monthly membership renewal letters in coordination with the Director of Development.
- Provide monthly lists to the Board Chair and Donor Stewardship Board Chair.
- Create annual giving statements with tax-deductible contribution information as additional stewardship for supporters.
- Update donor and board pages of Tulsa Ballet website, including pages for receiving online contributions and membership payments.

- Attend performances and events as assigned to ensure excellent donor relations.
- Other duties as assigned.

**Preferred Education and Experience:**

- Bachelor's degree or multiple-year, career-equivalent experience.
- Database management experience. Tessitura Network preferred.
- 3-5 years work experience.
- Not-for-profit fundraising experience.
- Understanding of and interest in the arts.

**Required Skills:**

- Superior written and interpersonal communication skills.
- Computer experience and knowledge of Microsoft Office suite.
- Excellent organizational skills.
- Proven and demonstrable track record of being able to work under pressure while managing multiple deadlines.
- Friendly personality and positive outlook.

**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.