



Our Mission:

We create, perform, teach, and promote dance as an essential and inspiring element of our community.

Our Vision:

Nashville Ballet is an accessible and inclusive organization that creates community through excellent and innovative dance and dance education; is recognized locally, nationally, and internationally for artistry, community engagement, and financial sustainability; and is a rewarding and satisfying place to work.

Our Enduring Values

- We believe in the transformative power of art.
- We inspire appreciation for the art of ballet.
- We strive for excellence with integrity in all we do.
- We respect one another and the art form.

The understanding of and the ability to not only support but celebrate our culture is essential to each and every person at Nashville Ballet.

Nashville Ballet Diversity Statement:

Nashville Ballet is invested in creating a diverse, equitable, and inclusive community. We believe we can best achieve our mission by creating a climate of respect that is supportive of all voices, celebrating diverse stories, increasing arts access, and sparking communal discussion about our community and our world through our art form and our artistic programming. When considering the diversity of the Nashville Ballet community, we look at all aspects, including: race, gender, age, socioeconomic status, special needs, geographic (rural/urban), and sexual orientation. However, Nashville Ballet recognizes the racial inequalities that have plagued the dance world for far too long and is deeply committed to educating our constituencies on systemic racism, engaging in antiracist work in every branch of our organization, and doing our part to abolish racial inequalities in ballet.

Nashville Ballet provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Description for Development Coordinator

Reports To: Director of Development

Area of Responsibility: Development

Wage Classification: Full Time, Exempt

Position Summary: The Development Coordinator is a key member of the Development team, responsible for donor communication, creation of request and acknowledgement letters, data entry, filing/record keeping, event coordination, and other administrative duties. Through coordinating data entry, donor correspondence, and donor events, this role is instrumental in maintaining donor relations for the Development department.

Essential Functions and Responsibilities:

DONOR RELATIONS & COMMUNICATIONS

- Serve first point of contact for donors calling Nashville Ballet, on the phone and via email, in a friendly and professional manner
- Manage monthly Development mailings, including request letters, year-end solicitations, acknowledgement letters, personalized thank you notes, invoices, and pledge reminders
- Coordinate Development emails, including newsletters, solicitations, and information for special donor events
- Perform detailed prospect research on current and potential donors, and provide Artistic Director and CEO, COO, and Director of Development giving history and research notes in advance of donor meetings
- Coordinate the production and ordering of collateral materials (e.g. Annual Report, Development Brochure, Nashville Ballet branded materials)
- Serve as main point of contact for Friends of Nashville Ballet – a group of dedicated volunteers.

EVENTS

- Support Events Manager and Development Team with coordination of large events (including but not limited to *Nashville's Nutcracker Tea and Ballet Ball*).
- Coordinate donor cultivation events, such as rehearsal viewings, cocktail hours, special presentations, etc. This includes creating invitations, preparing communications, managing RSVP lists, and preparing the space, decorations, and food/beverage.
- Assist with preparing event budgets and provide periodic progress reports to volunteers and directors
- Manage scheduling of events on the company calendar

DATA ENTRY & RECORD MAINTENANCE

- Enter gifts, pledges, pledge payments and in-kind gifts into donor software within established timeline
- Maintain updated research notes on donors in database
- Effectively carry out system for timely and IRS-compatible acknowledgement of gifts and pledges
- Route daily cash receipt and pledge receipt reports to finance department
- Maintain organized system of physical files of paperwork for individual donors, grant makers, and corporate partners.

GENERAL RESPONSIBILITIES:

- Assist with administrative, office management, and other tasks as required.
- Operate with a virtual 100% accuracy and data-entry integrity
- Possess desire and ability to self-check work
- Regularly demonstrate sound judgment and discretion with confidential information
- Keep all documentation organized to be easily accessible by all users
- Represent Nashville Ballet at performances, School events, community events, and local business organizations as needed
- Possess a desire to develop a foundational understanding of Development and an appreciation for the importance of donor relations
- All other duties deemed necessary by management

Physical Demands: The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to handle, feel, talk, and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulder. The employee is frequently required to sit and occasionally stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the noise level in the work environment is usually low to moderate.

Work Requirements and Qualifications:

1. Education: Bachelor's degree or equivalent experience

2. Knowledge, Skills, and Abilities:

- Effective project management skills, including setting and meeting deadlines
- Ability to make decisions and creatively solve problems
- Ability to manage multiple tasks simultaneously
- Attention to detail
- Aptitude with Microsoft Word, PowerPoint, Excel and databases, preferably Tessitura
- Demonstrated commitment to the mission of the organization

3. Experience:

- 1+ years development experience preferred
- Experience working with major databases and confidential information preferred
- Experience in a nonprofit or arts setting preferred

4. Requirements: Ability to work some evenings and weekends for events and performances

To Apply: Please send your cover letter and resume to careers@nashvilleballet.com with “Development Coordinator” in the subject line. No phone calls, please.

Disclaimer Statement:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this document is intended to be an accurate description of the current job, circumstances may require that other, or different tasks be performed (e.g., emergencies, changes in personnel, workload, rush jobs or technological developments).