



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 Institutional Giving Manager

Reports To: Director of Development

Works with: Director of Development, Grant Writer, Annual Fund Manager, Events Manager, Tessitura Specialist

Area of Responsibility: Development

Wage Classification: Full Time, Exempt

Position Summary: The Institutional Giving Manager is a core member of the Development team, responsible for managing and growing relationships with corporate and foundation partners. The person in this position works closely with the Director of Development to manage a portfolio of existing and prospective institutional funders and to support a comprehensive strategy to meet revenue goals for institutional gifts. While much of the fundraising responsibilities are managed autonomously, the Institutional Giving Manager's success hinges on their inclination to collaborate with the entire Development team as well as other departments.

Essential Functions and Responsibilities:

CORPORATE GIVING

- Lead identification, cultivation, solicitation, and stewardship of all corporate donors, with a focus on gifts supporting Nashville Ballet's annual fund, events, programs, and performances.
- Support volunteer chairs in corporate fundraising for Nashville Ballet's largest fundraising event, Ballet Ball.
- Manage a portfolio of corporate donors, with a focus on expanding the portfolio, increasing recurring commitments, and retaining funders.
- Maintain regular correspondence with key funding representatives and ensure Nashville Ballet has a current contact at each corporate funder.
- Steward relationships with existing partners, conducting in-person meetings, securing and coordinating pertinent information, and developing and stewarding effective relationships with current and potential supporters.
- Prepare comprehensive proposals, outlining requests and offered benefits, for corporate fundraising requests.
- Collaborate with Development, Marketing, and School teams to coordinate sponsorship recognition and benefits.
- Collaborate with Tessitura Specialist to manage documentation of corporate donor information in database, proactively ensure accuracy of donor records, research and prepare prospect profiles and lists using internal and external resources.

FOUNDATION GIVING

- Participate in weekly meetings with contracted grant writer to review and determine upcoming foundation priorities.
- Work closely with grant writer on drafting grant applications, proposals and reports, and coordinate across Artistic, Community Engagement Finance, and School to gather relevant information and data to include in proposals.
- Conduct research on potential foundation funders, determining if Nashville Ballet fits criteria and is a good match for available funds.

- Collaborate with Tessitura Specialist to manage documentation of foundation donor information in database, proactively ensure accuracy of donor records, research and prepare prospect profiles and lists using internal and external resources.
- Collaborate across teams to fulfill reporting requirements, ensuring that all deadlines and budgetary goals are met.

GENERAL RESPONSIBILITIES:

- Achieve approved annual revenue goals for institutional support and manage related expenses.
- Participate as part of the Development team in a collegial fashion, working in a collaborative environment to ensure attainment of Development goals and objectives.
- Operate with a virtual 100% accuracy.
- Possess desire and ability to self-check work.
- Regularly demonstrate sound judgment and discretion with confidential information.
- Carry out other duties as needed as assigned by the Director of Development.
- Represent Nashville Ballet at performances, School events, community events, and local business organizations as needed.

Administrative Tasks: Under the oversight of the Director of Development, fulfill any other additional tasks as assigned.

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:

- Outstanding project management skills, including setting and meeting deadlines
- Previous experience in corporate relationship management or sales, preferably experience as a front-line fundraiser
- Ability to make decisions and creatively solve problems
- Ability to manage multiple tasks simultaneously
- Attention to detail

- Aptitude with Microsoft Word, PowerPoint, and Excel
- Familiarity with CRM databases, preferably Tessitura
- Excellent written and verbal communication skills
- Demonstrated commitment to the mission of the organization

3. Experience:

- 3+ years experience in corporate and/or foundation fundraising, or similar department function
- Proven track record of managing donor portfolios and achieving fundraising goals.
- Knowledge of and experience with the Nashville-area philanthropic community and its leadership is a plus.
- 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 “Institutional Giving Manager” 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).