

Associate Development Officer, Individual Giving

The School of American Ballet (SAB) seeks an Associate Development Officer to support the Individual Giving branch of the development department, part of a ten person team responsible for raising over \$6 million each year. Founded in 1934 by George Balanchine and Lincoln Kirstein to train dancers for professional ballet careers, SAB is a constituent organization of Lincoln Center for the Performing Arts and is the official—yet independent—school of New York City Ballet.

Reporting to the Director of Individual Giving, the Associate Development Officer, Individual Giving will work to identify, cultivate and solicit individual donors with a focus on strategies to attract new prospects in the \$2,500 to \$10,000 range, and enhance the current level of support. This position will be responsible for a range of programmatic and administrative assignments within the Individual Giving team, and will have the opportunity to gain experience in all aspects of donor engagement and take initiative in creating new engagement opportunities for donors. A candidate who is self-driven and finds success in this role will have the ability to grow.

Key job responsibilities include:

- Build and cultivate relationships and maximize engagement of donors and donor prospects under the direction of the Director, Individual Giving.
- Cultivate and solicit an assigned portfolio of 75-90 prospects in the gift range of \$2,500 - \$10,000 consisting of parents, alumni, and prospects with an interest in supporting the arts and education.
- Conduct an average of 10 prospect visits monthly.
- Plan and execute prospect and donor engagement events; create invitations, take RSVP's, manage logistics, draft remarks, communicate with caterers, and liaise with event hosts.
- Conduct a variety of donor and prospect engagement experiences; in-person meetings, school tours, and other cultivation opportunities; attend SAB Membership donor events and special events which include some evenings and weekends.
- Conduct prospect research and assist in identifying new prospects.
- Draft solicitation letters and proposal templates for special funding opportunities.
- Document interactions for prospects in an accurate and timely fashion, tracking contact reports, proposals, capacity, and inclination through Raiser's Edge.
- Run prospect reports for the Individual Giving team using Raiser's Edge.
- Build and maintain relationships with appropriate faculty and staff across the school to understand and effectively communicate school-wide funding priorities.

Requirements

- Background in fundraising or sales including a minimum of one year of experience executing personal solicitations.
- Superior presentation and interpersonal skills, with the ability to effectively communicate the School's mission, programs, and case for support.
- Excellent writing and editing skills, with exceptional attention to detail.
- Ability to prioritize and work in a fast-paced environment and to juggle multiple projects, with strong attention to detail.
- Familiarity with the philanthropic community in New York a plus.
- Knowledge of ballet and ballet history a plus.
- Database experience required; Raiser's Edge a plus.
- Bachelor's Degree preferred.



SAB offers a superior benefit package, including full health benefits, four weeks of vacation (plus two holiday weeks in December), and generous retirement savings benefits.

The School of American Ballet is an Equal Opportunity Employer. The School of American Ballet is committed to an equitable and inclusive program and a diverse faculty, staff and student body. Candidates from diverse backgrounds are encouraged to apply.

Submission Instructions: Submit a cover letter and resume to devjobs@sab.org with the subject “Associate Development Officer, Individual Giving”. No phone calls or agencies please.