DEVELOPMENT OFFICER, PARTNERSHIPS, AND SPECIAL PROJECTS SAN FRANCISCO BALLET

DESCRIPTION

DEPARTMENT: Development
POSITION: Development Officer, Partnerships, and Special Projects
REPORTS TO: Senior Development Officer, Individual Gifts
CLASSIFICATION: Exempt, full time, benefitted
COMPENSATION: Commensurate with experience
APPLICATION DEADLINE: Open until filled

San Francisco Ballet (SFB), the first professional ballet company in America, seeks a Development Officer to join the Development Team. This position is responsible for the creation and management of a hybrid individual and corporate funding and partnership portfolio on behalf of the San Francisco Ballet. The portfolio will include existing partners and new partnership opportunities and will be weighted according to the priorities and needs of the San Francisco Ballet. The Development Officer, Partnerships, and Special Projects (DO) reports to the senior development officer, individual gifts, and works closely with the manager of special events, the development and donor relations officer, the Development Committee and Director of Development. The DO’s work is also closely aligned with the individual giving stewardship efforts with the Development Committee, and marketing department, through its outreach efforts related to education and corporate partnerships. The officer should develop successful strategies that encourage deeper engagement and deeper relationship with the Ballet that includes philanthropic support. Further the DO will engage in developing new partnerships with key corporate partners that include financial support, engagement and outreach to employees around the Ballet’s core priorities, special projects and special events. The DO should form strong affiliations with board members to help network in the community and should establish annual and long-term goals to demonstrate financial growth, outreach and loyalty impact on the organization.

ESSENTIAL POSITION RESPONSIBILITIES

Oversees a portfolio of individuals and corporations. Develops and implements a comprehensive plan to obtain support from local, regional and national corporations, through employee engagement, corporate giving and other partnership initiatives. Maintains a portfolio that is comprised of existing partnership and new partnership leads.

Works with the Director of Development and aforementioned team members and volunteers on individual and employee and outreach opportunities on behalf of development and in collaboration with Marketing and other areas of the Ballet.

Works closely with the board and director of development to identify new corporate funding and partnership opportunities. Other duties as assigned.

POSITION QUALIFICATIONS

Education and Experience
College Degree
3-5 years of experience in fund raising or a related field with applicable experience.
1-2 years supervisory experience.
Professional/Technical Competencies
Maintain a portfolio of new and existing individual and corporate partnerships Effectively provides stewardship to existing individuals and corporate partnerships and senior executives within partner corporations.
Successfully identifies and develops new donors to broaden the base of support for SF Ballet. Successfully secures sponsorships for productions, special projects, annual fund and special events as defined by the strategic goals of the San Francisco Ballet.
Enthusiastically collaborates with other departments, and with the board of the Ballet as-needed. Oversees the delivery of all promised sponsor benefits in a timely fashion.
Builds rapport and develops effective, collaborative relationships internally and externally. Demonstrates ability to work successfully in a team environment.
Effectively demonstrates a consistent and sustained commitment to Lean Ops practices through the active pursuit of the elimination of waste from every process with the ultimate goal of providing world-class quality, delivery, and service at the lowest possible cost. Actively participates in the organization’s Continuous Improvement Initiatives.

Physical Demands
Position requires periods of word-processing and database usage and also flexible schedule to attend various donor-related events and meetings. Ability to travel.

Special Equipment Used
PC and software, including excel, word, internet, email and Tessitura software. Standard office equipment such as fax, copier etc.

ORGANIZATIONAL PROFILE
As America’s oldest professional ballet company and one of the three largest ballet companies in the United States, San Francisco Ballet has enjoyed a long and rich tradition of artistic “firsts” since it was founded in 1933. SF Ballet performed the first American productions of Swan Lake and Nutcracker, as well as the first production of Coppélia choreographed by an American choreographer. Guided in its early years by American dance pioneers and brothers Lew, William, and Harold Christensen, San Francisco Ballet currently presents more than 100 performances a year locally, nationally, and abroad. Under the direction of Helgi Tomasson, the Company has achieved an international reputation as one of the preeminent ballet companies in the world.