

# CLEVELAND BALLET

GLADISA GUADALUPE | ARTISTIC DIRECTOR

<b>Title:</b>	Manager of Annual and Institutional Giving
<b>Location:</b>	Cleveland, OH
<b>Employee Type:</b>	Full Time /Exempt/Relocation not offered
<b>Salary Range:</b>	\$45,000 to \$50,000
<b>Reports to:</b>	Vice President of Development
<b>Benefits:</b>	Medical, dental and vision insurance, paid maternity leave

## Job Summary

Join “the fastest growing [Ballet] company in the nation.” (*Dance Informa USA*). Cleveland Ballet is currently seeking a **Manager of Annual and Institutional Giving** to join a fast-paced and nimble Development team. This is a full-time, exempt position beginning in September.

## ESSENTIAL RESPONSIBILITIES:

### REPORTING

- Prepare weekly and monthly reports for the Development Team and the Development Committee
- Prepare segmented campaign reports for specific initiatives
- Prepare daily deposit and pledge reports for the Finance department; participate in the reconciliation process
- Maintain the annual grant proposal calendar for content and accuracy
- Prepare first drafts of grant proposals
- Research new Foundation and Corporate funding opportunities
- Respond to phone calls and emails from donors and patrons, providing excellent customer service

### GIFT PROCESSING - DONOR RECORDS - DONOR SERVICES

- Support the two Annual Fund campaigns (fall/spring): Ensure the accuracy of the prospect list; coordinate with printer and mail house; coordinate with Marketing Department for e-communications; track results
- Process all donations (including online gifts) following approval protocols to ensure timely entry and acknowledgement of gifts
- Prepare and send donor correspondence including gift acknowledgement letters, tributes, tax summaries, and pledge reminders
- Serve as a Development department point of contact regarding gifts and acknowledgments
- Review and update duplicate accounts in CRM on a regular basis.
- Update patron information in the CRM including addresses, e-mails, phone numbers, death verifications, etc.
- In coordination with the Finance Department, maintain ongoing credit card billing for pledges; track and pursue fulfillment of declined transactions

### EVENTS and PERFORMANCES

- Support major fundraising and donor stewardship events such as the Annual Gala, as well as the Ballet’s portfolio of unique events throughout Northeastern Ohio and Florida by:
  1. liaising with caterers, printers and venues
  2. managing RSVP lists
  3. helping track event budgets
  4. coordinating print and e-collateral with the Marketing Department
  5. being available for performances, fundraising and donor stewardship events outside of business hours

## **ESSENTIAL QUALIFICATIONS:**

- A Bachelor's degree from an accredited college or university
- At least two years working in a competitive nonprofit fundraising environment with experience in data entry
- Knowledge of Ballet and Dance a plus
- Outstanding organizational skills with exceptional attention to detail
- The ability to manage multiple projects
- Demonstrated ability in professional writing and grant proposal writing
- Ability to communicate effectively in person, by phone, and through written communication
- Maintain a professional demeanor and appearance
- Knowledge of cultivation, solicitation, and stewardship strategies
- Ability to maintain a high degree of discretion and confidentiality
- Ability to work in a fast-paced environment and maintain a collaborative approach and sense of humor
- Greater than average familiarity with Office 365: Word, Excel (intermediate level), Outlook, PowerPoint, SharePoint, and other Windows-based applications
- Familiarity with donor records database/customer relationship management software
- Familiarity with wealth screening software a plus

## **ABOUT CLEVELAND BALLET**

Cleveland Ballet is “the fastest growing [Ballet] company in the nation.” (Dance Informa USA). Co-founded by former professional ballet dancer, Gladisa Guadalupe and successful businessman, Dr. Michael Krasnyansky in 2014, Cleveland Ballet has just concluded its 8th performance season and has served Playhouse Square as its resident ballet company since 2017. The Company has grown from 5 to 32 dancers hailing from 11 countries since its inception. Ms. Guadalupe and Dr. Krasnyansky have single-handedly revived classical ballet and new works, as well as live orchestral accompaniment for Ballet (the new Cleveland Ballet Orchestra) for NE Ohio, successfully filling the void in the area of classical and contemporary dance, with a budget of \$3.9 million for FY24. Guadalupe, and other well-respected guest choreographers such as Ramón Oller, Margo Sappington, Valentina Kozlova and Ilya Zhivoi, bring their expertise and original visions to the productions. Cleveland Ballet has an active, diverse 23-member Board of Directors (14% BIPOC) representing a cross section of NE Ohio's communal and corporate leadership, philanthropists, and balletomanes, plus a budding Friends of Cleveland Ballet social group comprised of young supporters ranging in age from 20-40. Cleveland Ballet now serves 30,000 patrons annually.

*Cleveland Ballet is an equal-opportunity employer that values diversity along with an equitable and inclusive work environment. Applications from all qualified candidates are welcome. The use of illegal substances and alcohol is strictly prohibited in all Cleveland Ballet workspaces.*

*To Apply*

Please email your résumé with a cover letter to Howard Bender, Vice President of Development:

[howard@clevelandballet.org](mailto:howard@clevelandballet.org)