



Director of Development and Operations

Job Description:

The development operations director develops and implements fundraising plans, income streams, and plans to develop and grow the financial support necessary to operate the non-profit organization. Coordinates information with Marketing Director as needed. Assists Artistic Director with school operations as needed. In accordance with the MS Charities guidelines, this position does not include any responsibility for accounting other than reporting and preparing for the accountant in the form of budgets, projections, and reported income results from fundraising efforts.

Duties

- Oversee the operations of the office staff and coordinate between departments
- Liaison for communication between Artistic Director, Board, Accounting, Office staff, and Marketing
- Identify and address funding development issues that affect the organization with Board of Directors
- Provide correspondence with sponsors including emails, tickets, and follow up
- Assists in soliciting contributions from corporate and individuals through letters, emails, phone calls, and meetings
- Works directly with contacts at JumpStart, Network for Good, Jackson Arts Alliance, and webinars.
- Assists in securing sponsorships in coordination with the Board and the Guild
- Assists with planning, coordinating, and implementing events for fund raising
- Keeps track of payments and pledges with supporters and provides report of activities to accounting
- Identify and build relationships with new donors
- Maintain relationships with existing donors and sponsors
- Obtain financial support for individuals and organizations
- Collaborate with Ballet Mississippi capital Campaign Committee, Board of Directors and Artistic director to create and execute fundraising plans for both capital campaign and annual fundraising plan
- Work with Artistic Director, staff, and Board to help determine and set short and long range strategic plans
- Manage use of management software, Network for Good, etc.
- Supervise data entry related to donated funds
- Establish fund raising performance measures and review the effectiveness of each effort

- Maintain accountability and ensure compliance with regulations, laws, and code of ethics for fundraising for non-profit organization
- Keep abreast of new developments and opportunities in philanthropy and fund development
- Provide list of sponsors, donors, etc. to Marketing Director for program listing
- Coordinate Program advertising ad sales
- Work with Accounting and Artistic Director on establishing budgets
- Maintain the organizations contact files for donors, sponsors, contributors both individual and corporate.
- Monitor the organizations financial health and status and prepare various reports to inform the Accounting department, Artistic Director, and Board of Directors.

GRANTS:

- Prepare and submit all grant applications prior to deadlines on behalf of Ballet Mississippi. Communicate with State legislators and Congressional representatives informing them of receipt of grants
- Prepare and submit interim and final grant reports by deadlines as required by funding organizations
- Record donations as they come in and update the database to reflect status of donations. Provide lists to Board, accounting, and others as appropriate.

Qualifications:

- 3-5 years of management and fundraising experience
- Exceptional verbal and communication skills
- Ability to work well in a diverse group
- Experience with Grant writing
- Ability and creative knowledge of acquisition of additional revenue streams for the organization
- Experience measuring data outcomes of events to determine marketing effectiveness
- Experience managing and tracking donor contributions and organizing gathered data
- Record of experience raising funds and examples of positive efforts previously involved with.
- Demonstrated budget management skills
- Understanding of performing arts organizations and Mississippi's arts audiences and supporters
- Ability to communicate Ballet Mississippi's mission, vision, and programs to diverse audiences

Interested candidates should submit a cover letter and resume to Mary Helen Bowen at mhmbowen@comcast.net and David Keary at davidkeary@balletms.com