

CLEVELAND BALLET

Job Description: Development Director

Appointment: Full-time

Job Description:

The Director of Development oversees the fundraising efforts of the Cleveland Ballet. This includes special events, sponsorships, individual donations, and corporate, foundation, and government grants. As part of a leadership team that is artistically innovative and fiscally responsible, the Development Director has a unique opportunity to grow this position to support current and future efforts of the Cleveland Ballet. Key responsibilities include developing and implementing a fundraising program that includes prospect and donor relationship management, institutional and corporate giving, fundraising events and activities, annual and specialty campaigns, and managing the development infrastructure to maintain databases and progress reporting.

Duties and Responsibilities include, but are not restricted to:

- Research, prepare proposals, and manage grants. Establish and maintain personal contact with funders and stakeholders to keep them close to the mission and activities of Cleveland Ballet.
- Identify corporate marketing and foundation funding opportunities that align with Cleveland Ballet's mission
- Pursue fundraising opportunities, play a role in managing relationships, and oversee compliance.
- Create and implement annual fundraising appeals, as well as identify opportunities for affinity campaigns such as donors interested in supporting live music or educational programs.
- Maintain positive rapport and contact with current and potential donors, ensuring experiences and benefits that maintain deep-rooted support for Cleveland Ballet.
- Organize fundraising events including after parties, galas, children's events to raise significant revenue as well as create positive patron experiences.
- Take responsibility for database management, donor acknowledgements, budget tracking, and ongoing donor communications,
- Report to leadership and Board on fundraising progress,
- Represent Cleveland Ballet at performances and community events.
- Provide staff support, along with the CEO, for the board of director's Development Committee.

Qualifications:

- Minimum of Bachelor's degree
- 4+ years of development/fundraising (or relevant) experience, preferably in the arts community, though this is not required
- Knowledge of fundraising databases is required, as is proficiency with digital media platforms
- Enthusiasm for the importance of a culturally vibrant community is a must
- Exceptional communication and writing skills
- Strong sense of humor

CLEVELAND BALLET

About Cleveland Ballet

The exquisite artistry of Cleveland Ballet has been capturing the hearts of patrons in Northeast Ohio and beyond since 2015. Cleveland Ballet is indebted to its legions of supporters who have secured its position as a cultural gem with critical acclaim and continued patronage. Recognized for its commitment to innovation, diversity, and creativity, Cleveland Ballet is dedicated to nurturing the next generation of ballet enthusiasts through the Academy of Cleveland Ballet, its robust outreach program, and accessible programs such as Pay What You Can. Cleveland Ballet is proud to be among the prestigious ranks of a Playhouse Square resident company.

Interested parties please send resume and cover letter to: employment@cleveballet.org

NO PHONE INQUIRIES, PLEASE.