

# ORLANDO BALLET

ROBERT HILL | ARTISTIC DIRECTOR

**JOB TITLE:** Philanthropy Specialist  
**DEPARTMENT:** Administration  
**REPORTS TO:** Director of Philanthropy  
**LOCATION:** Orlando, FL  
**POSITION DATE:** October 2020  
**POSITION STATUS:** Full-Time, salaried, exempt  
**BENEFITS:** All standard in coordination with employee handbook policies

## **Basic Purpose and Objective of the Role:**

Under the direction of the Director of Philanthropy, the Philanthropy Specialist will work to increase contributed revenue for Orlando Ballet by supporting all development activity, such as stewardship, individual giving, annual fund, and special events, specializing in managing and maintaining the company's CRM database (Tessitura). Orlando Ballet is seeking a driven, self-motivated, highly organized individual with experience in Tessitura, strong writing and interpersonal skills, the ability to manage/analyze data, a desire for a career in development, and a commitment to supporting Orlando Ballet in its mission to entertain, educate and enrich through the highest quality of dance.

## **Responsibilities include, but are not limited to:**

- Accept, record, and acknowledge all incoming contributed revenue
- Maintain donor database to ensure data is clean, accurate, and complete
- Create and provide contributed revenue reports as requested by the Philanthropy team, Board Members, and other departments
- Create and maintain communication lists to support event invitations, annual fund solicitations, and stewardship activities
- Manage and maintain donor and sponsor benefits
- Create and promote digital fundraising appeals on various platforms, such as Wordfly, Facebook, Instagram, etc.
- Assist in creating and executing direct appeal fundraising campaigns, including the United Arts Collaborative Campaign
- Work closely with the Philanthropy team to:
  - Create and promote consistent donor messaging
  - Execute fundraising, donor recognition, and cultivation events throughout the Season
  - Identify new or existing prospects for all funding streams
  - Ensure accurate tracking and reporting
  - Identify and recruit volunteers and committee members to assist in supporting development initiatives
- All members of the Philanthropy team will oversee a prospect portfolio (levels and size of portfolios to be established)



- Serve on Orlando Ballet Board Committees as appropriate, including but not limited to the Stewardship Committee

**Required Qualifications:**

- Bachelor's degree in a related field
- Minimum 2 years of work experience in a nonprofit development environment
- Significant experience and training in Tessitura CRM software
- Proven track record of ability to work independently, with great attention to detail and flexibility, in a fast-paced atmosphere under established time constraints
- Proficiency with Facebook, Instagram, Twitter, and LinkedIn
- Excellent organizational, writing, customer service, and communications skills
- Familiarity with Windows and Mac operating systems and proficiency in Microsoft Office Suite

**Preferred Qualifications:**

- Bachelor's degree in philanthropic studies or nonprofit management
- Professional background in nonprofit arts environment
- Completion of Tessitura Fundamentals and/or Comprehensive courses
- Basic graphic design capability, ie. experience with Canva or other similar platforms

To apply for this position, please send a resume and cover letter to [kfabian@orlandoballet.org](mailto:kfabian@orlandoballet.org).

Orlando Ballet is an equal opportunity employer and a drug free workplace.

