



louisville ballet

JOB DESCRIPTION

TITLE: Development + Patron Engagement Coordinator

REPORTS TO: Development/Major Gifts Manager - Kat Sellers

EXEMPT/NONEXEMPT STATUS: Exempt

DEPARTMENT: Development

POSITIONS SUPERVISED: N/A

SALARY GRADE: Entry

OVERVIEW

The Development + Patron Engagement Coordinator supports all fundraising activities, representing Louisville Ballet in the community and achieving administrative goals for activities and programs. They are focused on cultivating donors and understanding tools to track and manage giving while ensuring timely, accurate, and efficient processes within the department. The preferred candidate will possess a patron-centered attitude, attention to detail, passion for the arts, and a desire to advance their career in philanthropy.

ESSENTIAL JOB FUNCTIONS

1. Maintain and analyze donor data, fundraising database, and reports for accurate records and tracking purposes.
2. Responsible for monitoring and recording of charitable donations.
3. Track and fulfill donor benefits offered to individual donors, company sponsors, and family foundations.
4. Support the administration of government, foundation, and corporate grants requirements.
5. Support for stewardship events, including but not limited to invitations, volunteers, guest lists, gathering and preparing event materials, organizing catering, and facility set-up.
6. Oversee and maintain donor and prospect mailing lists and communications.
7. Support as needed to process daily donations; prepare donation deposits, acknowledgment letters, invoices, and other correspondence, as well as reconciliations with finance.
8. Work in Tessatura, Prospect2, and Donate2 platforms to track data.
9. Build relationships and meet with individuals and organizations to establish partnerships and group ticket sales.
10. Flexible to work performances and events within the box office and development as needed.
11. Answer overflow phone calls and respond to emails as needed to support ticket sales.
12. Other duties as assigned by Development and Box Office leads.

FORMAL EDUCATION REQUIREMENTS

- Associate or Bachelor's degree in a related field preferred.

WORK EXPERIENCE REQUIREMENTS

- Outstanding communication and relationship-building skills
- A demonstrated understanding of sales strategy and initiatives, with a strong background in customer service.
- Ability to independently and professionally handle customer service issues.
- Database management familiarity is a plus – Tessitura, Prospect2, and Donate2 will be utilized.
- Proven experience in multitasking and managing time efficiently.
- Ability to present information concisely and effectively, verbally, electronically, and in writing.
- Ability to meet frequent deadlines.
- Must be able to work flexible hours when needed - some nights and weekends around events and performances.
- Excellent interpersonal skills.

LOUISVILLE BALLET OVERVIEW

Louisville Ballet, led by Chief Executive Leslie Smart and Artistic Director Anthony Krutzkamp, is an evolved but accessible ballet company committed to boldly and beautifully communicating artistic stories both classic and new. We exist to move, to evoke emotion, to provoke thought, and to challenge perceptions. We are artists, athletes, activists, inventors, and inspirers. Louisville Ballet has been one of the nation's leading regional ballet companies since 1952.

As the Official State Ballet of Kentucky, Louisville Ballet has worked with some of ballet's brightest lights, performed for tens of thousands of people, and reached over 20,000 school children throughout the commonwealth with educational programs annually.

MISSION

To inspire, engage and educate the community through moving art.

VISION

To change lives through dance.

CORE VALUES

En Pointe, Passionate, Inviting, Creative