



## **I.TITLE: Development Administrator**

DEPARTMENT: Development  
GRADE: Full Time  
SALARY: \$44,000  
REPORTS TO: Associate Director of Individual Giving  
FLSA: Non-Exempt

## **II.POSITION SUMMARY:**

Ballet Austin's Development Department is responsible for raising approximately \$2M annually through the identification, cultivation and stewardship of Ballet Austin's donors (individuals/board members, corporate partners, private foundations, and others).

The ideal candidate is a proactive self-starter who possesses strong organizational and time management skills, impeccable attention to detail, and works effectively in a technical, database-focused role, while enjoying a fast-paced team environment. The members of this department work closely with donors/the public at Ballet Austin events.

Some evening and weekend work is required throughout the season.

This is an in-person position with the opportunity/flexibility for some remote work.

## **III.ESSENTIAL FUNCTIONS:**

- The work related to this position directly supports Ballet Austin's mission and reflects the organization's core values and highest ethical standards.
- Key functions of the Development Administrator
  - Process donations into Tessitura (CRM/database), submit deposits to finance, and generate tax receipts and acknowledgement letters
  - Create, manage and maintain constituent records consistent with AFP (Association of Fundraising Professionals) standards and best practices
  - Track contributed revenue and generate reports/dashboards, with the ability to report progress, year-to-date comparison, reconciliation with Finance
  - Track receivables and generate invoices
  - Create and manage donor lists needed for various communications and donor listings
  - Manage updates/changes/annual build for Development Department's database needs
  - Update Development portion of the Ballet Austin website
  - Administrative support for special events including creating RSVP lists and other check-in materials as needed
  - Provide administrative support to the Development Department including, but not limited to preparation of various mailings, solicitations, board recruitment packets, etc.
  - Provide short-term support to other departments as may be needed from time to time

## **IV.OTHER ACCOUNTABILITIES:**

- Other duties as assigned

## **V.PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Ability to lift and transport light equipment

## **VI.EDUCATION AND EXPERIENCE:**

- Minimum qualifications
  - Database experience in Tessitura or other CRM software
  - Excellent written and verbal communication
  - Ability to manage multiple tasks simultaneously, with close attention to detail
  - Proficient knowledge of the Microsoft Office Suite, specifically Outlook, Word, Excel and PowerPoint
  - Bachelor's degree or equivalent experience in related field
- Preferred qualifications
  - Two (2) years successful work experience in an administrative setting

**VII.COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:**

Detail oriented  
 Effective communicator  
 Resourceful  
 Situationally Adaptive  
 Collaborative  
 Customer-focused  
 Values differences  
 Instills Trust

**VIII.ORGANIZATIONAL RELATIONSHIPS:**

- Reports to: Associate Director of Individual Giving
- Supports: Development Department
- Peer collaboration/communication with: Sales/Marketing, Finance, and Business Analytics Departments

**TO APPLY**

Please email cover letter, resume, to [brooke.holmes@balletaustin.org](mailto:brooke.holmes@balletaustin.org)

**BACKGROUND SEARCH REQUIRED**

**NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION**

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.