

Job Posting

Associate Director of Development, Major Gifts

The National Ballet of Canada, Canada's premiere dance company and one of the world's top international dance companies is looking for an exceptionally motivated Associate Director of Development, Major Gifts. The Associate Director will build long-term donor relationships in support of The National Ballet of Canada's major gifts program, including new production funding, dancer sponsorship, endowment funds and capital funds and will assist in the management of the Development department.

The Associate Director of Development, Major Gifts works under the direction of the Director of Development to facilitate planning and implementation of strategies required to support professional staff, senior administrators, and the volunteer leadership in securing the success of, and soliciting gifts for, the National Ballet.

The Associate Director of Development, Major Gifts will:

- > Oversee the prospect management process including research, rating and assignments, cultivation and solicitation activities for major gift prospects.
- > Manage a portfolio of major gift prospects and assume responsibility for cultivating and soliciting support from them, both individually and/or in collaboration with the Director of Development, Artistic Director, Executive Director and volunteer leadership.
- > Cultivate a roster of volunteer leaders in concert with the Director of Development.
- > Contribute to the development of a volunteer infrastructure that will sustain long-term supportive relationships with stakeholders.
- > Work with the Director of Development to formulate funding objectives, and strategies to meet aggressive major gift objectives.
- > Work with the Manager of Communications and Writer, Communications to develop a communications plan and collateral materials, in order to ensure major gift goals are clearly communicated to and impressed upon all donor constituencies.

Qualifications:

- > University degree or equivalent in related field.
- > Minimum 10 years experience in advancement work, at least 3 of which are in a senior (Capital and/or Endowment) campaign position, managing senior executives in volunteer roles as well as experience securing major gifts of \$250,000 or more.
- > Superior oral and written communication and interpersonal skills that inspire confidence and trust in existing and potential donors and stakeholders.
- > Ability to organize and manage a diverse range of assignments and projects with high efficiency and attention to detail.
- > Ability to exercise discretion and tact with sensitive and confidential materials and situations.
- > Conduct that demonstrates adherence to the AFP Standards of Professional Practice.

Qualified candidates should forward their resume to Kathleen Matatya, HR Officer at HR@national.ballet.ca by January 20, 2012.