



Position Announcement



Todd Bolender Center for Dance & Creativity

Chief Development Officer

Kansas City Ballet, Kansas City, Missouri

Kansas City Ballet:

Kansas City Ballet was founded in 1958 and is one of the nation's most respected professional ballet companies. Kansas City Ballet produces high-quality dance performances for the people of the Kansas City area and a five-state region. The Company's repertory extends from the traditional classic story ballets such as *Swan Lake*, *Sleeping Beauty* and *The Nutcracker* to mixed repertory presentations from choreographers such as Jiří Kylián, George Balanchine, Jerome Robbins, Val Caniparoli and James Kudelka, to name just a few. Kansas City Ballet is a professional AGMA company of thirty dancers, with a second company of six KCB II dancers and ten trainees. In addition to its 650+ student enrollment at Kansas City Ballet School's two campuses, the Company has a strong community engagement program for learners of all ages.

Kansas City Ballet is the Resident Ballet Company of the world-class Kauffman Center for the Performing Arts in the 1800 seat Muriel Kauffman Theater where the Company presents four distinct seasons each year in addition to its new \$2 million production of *The Nutcracker* which has been invited to appear at the Kennedy Center for the Performing Arts in November 2017.

Kansas City Ballet's home, the Todd Bolender Center for Dance & Creativity, a \$32 million renovation of a 100 year-old historic abandoned coal fired powerhouse facility, opened in August, 2011 shortly before the September opening of the Kauffman Center. The building has been called one of the finest facilities for dance in the world.

The City:

Located in the heart of the Midwest, Kansas City, Missouri combines the charms of Midwestern life and the advantages of living in a large metropolitan area with ease. Kansas City is home to world-class museums, theaters, restaurants and shops, all of which have helped make Kansas City an emerging metropolitan area, commonly ranked as one of the "coolest" or "hippest" cities in the U.S. by Huffington Post and *The New York Times*.



Kauffman Center for the Performing Arts



Todd Bolender Center for Dance & Creativity



Kauffman Center for the Performing Arts

The Position:

Reporting to the Executive Director, the Chief Development Officer is Kansas City Ballet's senior and leading development professional, responsible for the strategy, implementation, evaluation and achievement of all support revenue goals. Kansas City Ballet is about to embark on a major endowment campaign effort to complete the pivotal strategic goals of an international ballet company, performing in a world class theater, residing in excellent studios with a repertoire that attracts the finest dancers and stimulates and excites the Kansas City audience. This direction will require an accomplished, strategic thinker and an individual experienced with comprehensive fund-raising and strong experience in Major Gifts.

As an accomplished manager with proven results, the CDO inspires and manages a department of six development professionals, and partners with community leaders on the highest level of donor cultivation and solicitation. The CDO manages the development team and develops and executes the overall strategy for the development effort. Included in this strategy is a plan for prospect identification, cultivation, solicitation and stewardship for every potential source of contributed revenue from individuals, corporations, foundations and government. As the senior member of the Major Gifts Team, the CDO will be responsible for Leadership level donors in the annual campaign, and for managing the major gifts program and portfolio of major gift contributors for the endowment campaign. The CDO will be responsible for achieving all contributed revenue goals and will be fiscally responsible for the development department's overall budgeted goals.

Required Professional Skills and Abilities:

The ideal candidate will possess the highest level of professional development knowledge, skill and experience, a collaborative spirit, excellent written and verbal communication skills, and the ability to manage an eclectic team of development professionals. Success in this role requires someone who is imaginative, highly self-motivated and works in a self-directed manner.



The Nutcracker



Swan Lake



Rite of Spring

Accomplish the Development Department objectives of Kansas City Ballet

- Support the Company's mission to make Kansas City Ballet indispensable to the public through transformational dance experiences and broad service which captures the hearts and minds of our communities.
- Adhere to the Ethics and Principles of the Association of Fundraising Professionals in all development activities.
- Adhere to all tax guidelines for 501(c) 3 organizations in all development activities.
- Create and clearly communicate the objectives of the development department.
- Create and participate in an environment that encourages donors to participate with the Company through donations, volunteering, auxiliary support or in-kind services.
- Maintain confidentiality of donors.
- Analyze key donor information for presentation to the Board of Directors.
- Strive to create a culture that emphasizes quality, continuous improvement, and high performance.
- Maintain and present a positive attitude with public, donors and staff.
- Participate with the senior management team in the creation and implementation of audience development and outreach initiatives.

Duties and Responsibilities

- Coordinate with the Executive Director to determine funding priorities.
- Manage the Endowment Campaign and Major Gifts Program including the moves management system engaging the Executive Director, Artistic Director, and other development department professionals administering calls portfolios.
- Carry a full Major Gifts Portfolio and administer the moves management process on that portfolio to achieve major gift revenue goals set annually.
- Manage the Endowment Campaign.
- Lead the development team to plan, implement, and evaluate a comprehensive annual fundraising program, including campaigns directed to individuals, foundations, and corporations.
- Plan, implement, and evaluate comprehensive plans for major campaigns, i.e. Capital, endowment, etc.
- Build, sustain and grow relationships with donors and stakeholders.
- Manage the Major Gifts fundraising effort.

- Evaluate and adjust fund development strategies and tactics as needed to ensure proper return on investment.
- Oversee monitoring and reporting systems to measure effectiveness of fund development programs.
- Keep the ED informed of important developments, potential problems, and related information necessary for effective management.
- Manage/build development team to produce a high level of performance. Provide development guidance and training to committee chairs and trustees.

Essential Functions: Supervise and manage the Chief Development Officer's department's key duties to maximize all support revenues.

Working Conditions: Combination of general office work, prospecting calls, solicitation calls and community events activities. Work requires attendance at ballet performances and other Company events. While a majority of work occurs in relation to a long term plan, the individual will be required to be flexible to changing priorities and additional projects that can require overtime and must have the ability to manage short-term deadlines.

Performance Measures:

The following are key items that will be utilized to evaluate performance of the work:

- Maintain a department standard of efficiency and effectiveness that demonstrates a concern for detail, accuracy and professionalism in all functional development programs and activities.
- Develop and maintain a responsible budget for the development department.
- Manage and develop staff to ensure a high level of performance, cooperation and tenure.
- Grow support income revenue commensurate with anticipated Company growth.
- Develop initiatives to enhance and expand donor/community engagement.
- The successful implementation, growth and accomplishment of the Major Gift and Patrons Program.
- Successful/positive interaction with donor base.
- Function as an asset to the senior management team.

Minimum Qualifications:

- Bachelor's degree and Master's degree preferred.
- A minimum of five to seven years of experience as a senior development professional with a measurable record of major gift accomplishment.
- Knowledge of state-of-the-art fundraising practices.
- Ability to articulate a well thought through plan with clear goals and objectives.
- Innovative, creative and positive thinker.
- Demonstrate the ability to effectively manage staff.
- Ability to collaborate with staff, professional colleagues, and patrons.
- Excellent customer service skills.
- Self-motivated, detail-oriented, and ability to make "cold calls."
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (including: Word, Excel, Outlook, and Power Point)
- Experience with Tessitura a plus.

Remuneration:

Salary is commensurate with experience and qualifications. Excellent benefits package.

Application Process:

Interested candidates are invited to submit a cover letter and resume with a list of references and salary requirements in confidence to:

Mary Allen
Kansas City Ballet
500 W. Pershing Road
Kansas City, MO 64108
mallen@kcballet.org

For additional information: www.kcballet.org

Photography credits in order of appearance: 1- Bolender Center Photography Cody Lovetere. 2 and 4- Kauffman Center Photography Taylor Sloan. 3 - Interior Bolender Photography Copyright © Assassi. 5- *The Nutcracker* Photography: Rosalie O'Connor. 6- *Swan Lake* Photography Brett Pruitt & East Market Studios. 7- *Rite of Spring* Photography Brett Pruitt & East Market Studios.