

BALLET ARKANSAS

DEVELOPMENT ASSOCIATE

POSITION DESCRIPTION

REPORTS TO	Executive and Artistic Director
STATUS	Full-Time
LOCATION	Little Rock, Arkansas
SALARY RANGE	\$50,000-\$65,000 annually, commensurate with experience

POSITION SUMMARY

The Development Associate advances Ballet Arkansas's contributed-revenue strategy by supporting the cultivation, solicitation, stewardship, and retention of individual donors, foundations, corporations, sponsors, and community partners. Working closely with the Executive and Artistic Director, Board leadership, and organizational staff, the Development Associate helps build a disciplined, relationship-centered development operation capable of sustaining the Company's artistic, educational, and community-impact priorities.

This position combines donor engagement with strong administrative execution. The successful candidate will maintain accurate development systems, coordinate campaigns and proposals, prepare donor communications and reports, support fundraising events, and ensure that prospects and supporters receive timely, thoughtful, and consistent stewardship. The role requires discretion, initiative, excellent writing and interpersonal skills, and the ability to translate Ballet Arkansas's mission and programming into compelling opportunities for investment.

PRIMARY RESPONSIBILITIES

Fundraising Strategy and Revenue Development

- Support the Executive and Artistic Director in implementing annual and long-range contributed-revenue strategies aligned with organizational priorities and financial goals.
- Help develop and manage a diversified portfolio of individual giving, foundation support, corporate sponsorships, government funding, annual campaigns, special initiatives, and event-based fundraising.
- Track fundraising goals, pipelines, deadlines, commitments, and results; prepare regular reports and forecasts for organizational leadership and the Board.
- Research and qualify prospective donors, foundations, corporations, and community partners whose interests align with Ballet Arkansas's mission and programs.
- Identify opportunities to deepen donor engagement, increase renewal and retention, and move qualified supporters toward greater investment.

Donor Cultivation and Stewardship

- Coordinate cultivation, solicitation, acknowledgement, recognition, and stewardship activities across Ballet Arkansas's donor community.
- Prepare personalized correspondence, briefing materials, proposals, sponsorship packages, impact updates, pledge reminders, and acknowledgements.
- Maintain an organized schedule of donor contacts, renewals, meetings, follow-up actions, recognition commitments, and stewardship opportunities.
- Assist leadership and Board members in preparing for donor meetings and relationship-building activities, including prospect research, talking points, and follow-up materials.
- Represent Ballet Arkansas professionally at performances, receptions, community gatherings, donor meetings, and other cultivation opportunities.

Institutional Giving, Grants, and Sponsorships

- Research grant and sponsorship opportunities and maintain an accurate calendar of application, reporting, renewal, and recognition deadlines.
- Draft and coordinate letters of inquiry, grant proposals, sponsorship requests, budgets, supporting documentation, and final reports in collaboration with appropriate staff.
- Monitor compliance with grant, sponsor, and donor restrictions and ensure that required benefits, recognition, reporting, and documentation are fulfilled.
- Build and maintain productive relationships with foundation representatives, corporate partners, public agencies, and community stakeholders.

Development Operations and Data Management

- Maintain accurate, complete, and confidential donor and prospect records, including gifts, pledges, contact reports, preferences, relationships, restrictions, and required follow-up.
- Process gifts and pledges in coordination with finance personnel and ensure timely acknowledgements, receipts, reconciliation, and internal reporting.
- Develop repeatable workflows for prospect management, gift processing, stewardship, reporting, and document retention.
- Prepare development dashboards, donor lists, campaign reports, revenue projections, and other materials needed for leadership and Board decision-making.
- Protect confidential donor, financial, contractual, and organizational information in accordance with Ballet Arkansas policy and applicable law.

Campaigns and Special Events

- Coordinate annual giving, Giving Day, year-end, special-project, and other contributed-revenue campaigns from planning through follow-up.
- Support the fundraising and stewardship components of performances, donor receptions, special events, sponsorship activations, and community-engagement initiatives.
- Work collaboratively with artistic, school, production, finance, and administrative staff to gather accurate program information and demonstrate donor impact.

Communications and Supplemental Support

- Develop donor-centered written content for appeals, proposals, sponsorship materials, acknowledgements, newsletters, impact reports, and campaign updates.
- Coordinate with staff or outside partners responsible for marketing and communications so fundraising messages remain accurate, timely, and consistent with Ballet Arkansas's brand.
- Provide limited, as-needed support for development-related social-media content, including donor recognition, campaign messaging, and fundraising-event promotion. General social-media management is not a primary responsibility of this position.
- Perform other development, engagement, and administrative duties reasonably related to the position and Ballet Arkansas's mission.

QUALIFICATIONS

Required or Strongly Preferred

- Bachelor's degree or equivalent combination of education and relevant professional experience.
- Demonstrated experience in nonprofit development, fundraising, donor relations, institutional advancement, sponsorships, grants, or a closely related field.
- Excellent written and verbal communication skills, including the ability to prepare clear, persuasive, and audience-appropriate development materials.
- Strong organizational skills and the ability to manage multiple deadlines, relationships, records, and priorities with accuracy and discretion.
- Working knowledge of donor databases, prospect tracking, gift processing, reporting, and common office-productivity platforms.
- Professional judgment, confidentiality, initiative, follow-through, and the ability to work effectively with donors, Board members, artists, educators, staff, and community partners.

Helpful Background

- Residence in Little Rock, or a willingness to establish residence in the area, would be helpful given the relationship-centered and event-based nature of the position.
- Familiarity with Little Rock, Central Arkansas, and the broader state of Arkansas - including its philanthropic, corporate, civic, and cultural communities - would be beneficial.
- Experience in the performing arts, dance, arts education, or another mission-driven cultural organization is helpful but not required.

WORK EXPECTATIONS

- This is a full-time position requiring regular availability during standard business hours and additional evening or weekend availability for performances, fundraising activities, donor engagement, and special events.
- The Development Associate is expected to work collaboratively across departments while maintaining clear priorities, professional boundaries, accurate records, and timely communication.
- The position requires reliable attendance at designated Ballet Arkansas activities and the ability to engage professionally with stakeholders in office, studio, theater, and community settings.
- Local travel may be required for meetings, events, cultivation activities, and community engagement.

COMPENSATION

The salary range for the Development Associate is \$50,000-\$65,000 annually, commensurate with experience. Employment benefits, leave, and other terms will be provided in accordance with the applicable employment agreement and Ballet Arkansas policies.

EQUAL EMPLOYMENT OPPORTUNITY

Ballet Arkansas is committed to providing equal employment opportunities without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other status protected by applicable law. Employment decisions are based on organizational needs, qualifications, performance, and merit.