

# Director of Finance and Development

Location: Little Rock, AR (on-site)

Reports to: Associate Artistic Director & Executive and Artistic Director

## About Ballet Arkansas

- As one of America's 75 largest ballet companies, BA delivers world-class performances, robust education program, community outreach, and touring residencies.
  - We are the fastest-growing dance organization in the region, committed to artistic excellence and deep community engagement.
- 

## Position Overview

We seek a dedicated and experienced Director of Finance and Development to:

- Craft and lead fundraising initiatives under the direction of the Executive and Artistic Director, including sponsorship cultivation, grants, and all areas of donor relations
- Oversee and co-manage financial operations including: payroll, accounts payable/receivable, budgets, and financial reporting
- Support organizational expansion by partnering across departments to align budget with artistic and strategic goals
- Develop and cultivate partnerships that increase audience engagement and further the organization's financial standing

This is a mid-level leadership role, ideal for a passionate and experienced arts professional committed to growing both with and within the organization..

## Key Responsibilities

### Fundraising & Development

- Oversee and actively contribute to the organization's comprehensive and evolving development strategy, encompassing grants, individual giving, sponsorships, foundation and corporate partnerships, investment support, and legacy giving initiatives
- Prepare compelling funding requests, proposals, online content, and donor communications
- Manage donor database, stewardship, and reporting

## Financial Management

- Oversee delivery of payroll, maintain employee records, and liaise with the Executive and Artistic Director on all matters of HR, as applicable
- Process and track Accounts Payable/Receivable
- Compile monthly financial reports for senior leadership and board
- Collaborate on annual budgeting and forecasts; support audits and external accounting as needed

## Collaborative Leadership

- Work closely with Artistic & Executive leadership to align finances with organizational goals
- Serve as liaison between board and staff on financial/development matters, as needed
- Contribute to strategic planning and support cross-departmental initiatives

## Qualifications

- Minimum 5 years fundraising experience in nonprofit/arts environment—demonstrated success in grant-writing and donor cultivation
- Proven financial management skills—payroll, accounting systems, budget development
- Strong writing and communication skills; high attention to detail
- Knowledge of CRM software and Quickbooks
- Deep alignment with Ballet Arkansas's mission and programs; passionate about dance and arts engagement
- Proactive, strategic thinker eager to contribute long-term to organizational growth

## What We Offer

- Competitive salary, commensurate with experience
- Impressive wellness benefits package
- Complimentary tickets to Ballet Arkansas performances and events
- Generous PTO
- Hybrid work environment
- Professional development and clear growth pathway amid a rapidly scaling organization
- Opportunity to shape the future of dance in the region through active involvement in fundraising, financial strategy, and organizational leadership

## Who You Are

- You're not looking to move roles frequently—you're seeking meaningful impact as a key member of the Ballet Arkansas team
- You thrive in a collaborative, fast-paced, mission-driven environment
- You're excited to merge fundraising effectiveness with strong financial stewardship
- You're excited about new systems of operation, continuing education, and expanding your skillset
- You're passionate about uplifting the arts and supporting a dynamic cultural organization
- You have an impressive professional track record, backed up by concrete successes in your field
- You value feedback, communication, and a close-knit environment
- You're willing to wear additional hats to support the needs of the organization's programming, as needed
- You value professional boundaries between staff and performers, and contributing to a supportive work environment for employees of all classes

## How to Apply

Please submit your resume, cover letter, and at least two references to [michael@balletarkansas.org](mailto:michael@balletarkansas.org).

Ballet Arkansas is an equal opportunity employer. Ballet Arkansas does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, genetic information, marital status, military or veteran status, or any other characteristic protected by applicable federal, state, or local laws.