

## **Director of Finance and Development**

Ballet Arkansas

Little Rock, AR

Reports to: Executive and Artistic Director, with collaboration across senior leadership

### **About Ballet Arkansas**

Ballet Arkansas is a professional ballet organization dedicated to artistic excellence, education, and community engagement. The organization is experiencing continued growth and is committed to building sustainable systems that support its artists, programs, and community impact.

### **Position Summary**

The Director of Finance and Development serves as an architect of Ballet Arkansas's fundraising strategy under the direction of the Executive and Artistic Director. This role oversees financial operations while crafting and advancing a comprehensive development strategy that supports the organization's long-term sustainability. The position is donor-facing, collaborative, and central to the organization's growth.

### **Key Responsibilities**

- Craft and lead the organization's overall fundraising strategy under the direction of the Executive and Artistic Director
- Design and oversee development initiatives including grants, individual giving, sponsorships, foundations, and corporate partnerships
- Write and prepare grant proposals, funding requests, and donor communications
- Cultivate and steward donor relationships in collaboration with the Director of Engagement and executive leadership
- Lead fundraising strategy for events, campaigns, and initiatives, working closely with staff on execution
- Oversee donor systems, tracking, stewardship processes, and reporting
- Oversee financial operations including payroll coordination, accounts payable and receivable, and financial recordkeeping
- Collaborate on annual budgets, forecasts, and financial planning
- Work across departments to align financial resources with organizational priorities and growth

### **Qualifications**

- Minimum of five years of experience in nonprofit fundraising, preferably in the arts or cultural sector
- Demonstrated success in grant writing and donor cultivation
- Strong financial management experience, including budgeting and reporting

- Experience with accounting and donor management systems
- Excellent written and verbal communication skills
- High attention to detail and strong organizational skills
- Strategic thinker with the ability to translate vision into actionable plans
- Alignment with Ballet Arkansas's mission and values

#### What We Offer

- Compensation commensurate with experience.
- Impressive wellness benefits package
- Complimentary tickets to Ballet Arkansas performances and events
- Generous PTO
- Flexible 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 are seeking a role where you can make meaningful, long-term impact as a key member of the Ballet Arkansas team and are not looking to move frequently between positions. You thrive in a collaborative, fast-paced, mission-driven environment and are passionate about uplifting the arts and supporting a dynamic cultural organization. You bring a strong professional track record with demonstrated successes in your field, value clear communication, organization, and constructive feedback, and appreciate working within a close-knit team. You are willing to wear additional hats as needed to support the organization's programming and operations, and contribute to a respectful, supportive workplace for employees at all levels.

#### 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 and does not discriminate on the basis of any legally protected status.