



JOB DESCRIPTION

Organization: Kansas City Ballet

Title: Manager, Philanthropic Communications

Reports to: Chief Philanthropy Officer

Salary: \$45,000-65,000, plus benefits

Position: Full-time, exempt

ORGANIZATION DESCRIPTION

Kansas City Ballet (KCB) is one of the nation's most-respected professional ballet companies with 30 dancers and an annual budget of \$11M, one-third of which is philanthropic support. KCB produces four productions a season at the Kauffman Center for the Performing Arts with audiences of 65,000+, has a School with 650 students in its Academy and 1,500 taking Studio classes. More than 20,000 people are engaged each year through Community Engagement and Education programs.

Vision: Outstanding dance experiences accessible to all. Mission: To inspire and engage through the beauty, power, and passion of dance.

POSITION DESCRIPTION

The successful candidate will help KCB's supporters accomplish their goals and fulfill their philanthropic passions through a genuine relationship with Kansas City Ballet. The KCB Philanthropy team works collaboratively to establish and nurture relationships that generate philanthropic investments in KCB.

The Manager, Philanthropic Communications, is devoted chiefly to writing various communication pieces that support the work of the public-facing philanthropy team members. The successful candidate would be a highly organized, self-motivated individual who has excellent communication, project management, and interpersonal skills. Experience in philanthropy for an arts organization is desirable, as is a strong team orientation and a sense of humor.

Normal office hours are 9AM – 5PM, Monday-Friday. Flexibility is required as the Manager, Philanthropy Communications, will also be expected to work various shifts during weekend and evening performances and some after-hours philanthropy events.

RESPONSIBILITIES

Stewardship

- Oversee production of and write most articles for KCB's annual gratitude report.
- With the Manager of Stewardship, write copy for the annual endowment reports
- Write and/or refresh supporter acknowledgements in the voice of the Executive Director.

Supporter engagement

- With gift officers plan themes and articles for the monthly The Bolender Society e-news. Interview and write supporter stories to be used in the e-news, performance programs, and other communication pieces.
- Create and execute a communication plan for lower level and prospective donors to increase their knowledge of and engagement with KCB.
- Write surveys as needed.

Annual Fund

- Create a comprehensive annual fund campaign including direct mail, email, social media, and video storyboards.
- Collaborate with philanthropy team to determine campaign themes.
- Responsible for all copy writing including letters, accompanying inserts, emails, and videos for the calendar year end, fiscal year end and donor/subscriber renewal campaigns.

Miscellaneous

- Serve on the KCB social media committee representing philanthropy and proposing philanthropy-related posts for the various platforms.
- Track analytics on campaigns and communications and present reports to the Philanthropy team.
- Create copy for event invitations.
- Maintain the philanthropy team's communications calendar.
- Assist in writing any needed marketing materials for the philanthropy team.
- Oversee philanthropy related website updates as needed.
- Liaison with the marketing team on design edits.

Other duties and projects as assigned by the Chief Philanthropy Officer.

QUALIFICATIONS

- Bachelor's degree required; master's degree is a plus.
- Three years minimum experience in philanthropy (preferably working with individual donors and as a member of a philanthropy team).
- Proven record of accomplishment with increasing responsibility and measurable success against goals.
- Appreciation for the arts, especially dance, and an understanding of their role in our community.
- Effective written, verbal and presentation skills.
- Attention to detail with the ability to manage multiple tasks and work independently.
- Must be able to lift 10-15 pounds.
- Proficient with Microsoft Office products (Word, Excel, Teams)
- Donor database proficiency, Tessitura experience a plus.

HOW TO APPLY

Please send a cover letter, resume, and references to jwampler@kcballet.org. Please include Manager, Philanthropic Communications in the subject line. No phone calls, please. Open until filled.

Kansas City Ballet is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.