



Position Title: Director of Gift Planning
Department: Philanthropy
Reports To: Chief Philanthropy Officer
Salary: \$75,000-\$100,000, plus benefits
Position: Full-time, exempt

Kansas City Ballet is seeking an experienced professional to work in a fast-paced environment as part of a highly dedicated Philanthropy team. The ideal candidate will have a passion for the arts and understand the unique challenges of working for a performing arts organization.

SUMMARY: The Director of Gift Planning plays a critical role in driving long-term organizational impact by developing and executing comprehensive gift planning strategies, cultivating meaningful donor relationships, and securing gifts of large assets, testamentary gifts and endowment gifts. This position collaborates across departments, provides strategic insights, and engages committees and stakeholders to align initiatives with the organization's mission and philanthropic goals. This position is exempt.

Approximate hours per week required by position: This position requires 40-45 hours per week. During the performance season this will increase during performance weeks due to time at the theater as well as donor related events. Evening and weekend hours expected.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- With the CPO qualify and manage a portfolio of 150 donors.
- Develop and execute personalized engagement plans to advance donors' philanthropic journeys and increase giving, including setting individual goals, implementing tailored communication strategies, conducting personal visits, and providing meaningful stewardship.
- Partner with volunteers, board members, senior staff, and/or Philanthropy officers on cultivation, solicitation and stewardship activities.
- Advise donors on making gifts of assets, including complex gifts, through personal meetings, collaboration with their professional advisors, and educational outreach such as quarterly specialized newsletters and monthly content in the organization's communications.
- Provide guidance and training to staff on identifying opportunities for asset-based giving, equipping them with the knowledge to engage donors effectively and support gift planning strategies.
- Be knowledgeable of Kansas City Ballet's production schedule, programs, and long-range plans, including budgets, to create offers, proposals and asks that will be used with persons in the portfolio to secure gifts.
- Collaborate with departments such as Artistic, Production, Marketing, and the School to create and deliver unique donor experiences, including behind-the-scenes access, exclusive interactions with dancers and artistic staff, personalized gifts, and invitations to special events.
- Staff liaison for the Legacy Society, Gift Planning Advisory Council, Gala Underwriting Committee, and Emeritus Council.
- Analyze wills, trusts, and other estate planning documents to ensure the organization's interests are properly reflected and respected.
- Create, plan and lead the execution of comprehensive gift strategies, integrating impact campaigns within larger overarching campaigns.

Stewardship

- Implement planned programmatic and personalized recognition activities and donor benefits. Evaluate and work to enhance the effectiveness of the recognition program.
- Monitor unitization reports of endowed funds.
- Oversee pledge fulfillment and acknowledgement processes for major, endowment and legacy gifts.
- Review and ensure accuracy in program-related donor listings in the program, newsletters, on the website, and in other publications and media.

Additional expectations

- Develop and maintain professional skills and relationships with peers in the major gift, legacy and endowment giving fields.
- Stay informed on emerging trends, best practices, and changes in tax laws, estate planning, and philanthropic giving strategies to ensure the effectiveness of gift planning initiatives.
- Assist with staffing of assigned events.

QUALIFICATIONS: The successful candidate is a polished professional with a minimum of five years of experience in individual fund raising (preferably major gift); strong preference for a candidate who holds a CFRE. Bachelor's degree from an accredited college or university; advanced degree is a plus.

Must be a strategic thinker capable of identifying and creating the most advantageous estate and financial planning tools applicable to the specific needs and desires of individual donors, as well as assisting and collaborating with donors' advisors in the structuring and implementation of planned giving strategies. A passion for the arts, especially dance, is a definite plus.

Additional qualifications: Excellent interpersonal, communication, writing, and organizational skills. Attention to detail and accuracy, flexibility, a proven success in face-to-face solicitations and in providing superior service to donors. Ability to work as a self-starter in a fast-paced team environment, including high-pressure situations with staff and patrons.

Skills in identifying and soliciting new gifts from potential donors and increased gifts from current donors. Ability to maintain confidentiality and adhere to the AFP Code of Ethics and Donor Bill of Rights. Ability to work effectively with volunteer leadership and other staff.

Knowledge of Microsoft Office products and philanthropy CRM. Experience with Tessitura and Wordfly a plus.

PHYSICAL DEMANDS: Bending, stooping, sitting, and lifting 20lbs. Irregular working hours, some evening and weekend work is required.

Please direct inquiries and forward a cover letter and resume to: HR, Kansas City Ballet, 500 West Pershing Road, Kansas City, MO 64108, hr@kcballet.org.

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