



Our Mission:

We create, perform, teach, and promote dance as an essential and inspiring element of our community.

Our Vision:

Nashville Ballet is an accessible and inclusive organization that creates community through excellent and innovative dance and dance education; is recognized locally, nationally, and internationally for artistry, community engagement, and financial sustainability; and is a rewarding and satisfying place to work.

Our Enduring Values

- We believe in the transformative power of art.
- We inspire appreciation for the art of ballet.
- We strive for excellence with integrity in all we do.
- We respect one another and the art form.

The understanding of and the ability to not only support but celebrate our culture is essential to each and every person at Nashville Ballet.

Nashville Ballet Diversity Statement:

Nashville Ballet is invested in creating a diverse, equitable, and inclusive community. We believe we can best achieve our mission by creating a climate of respect that is supportive of all voices, celebrating diverse stories, increasing arts access, and sparking communal discussion about our community and our world through our art form and our artistic programming. When considering the diversity of the Nashville Ballet community, we look at all aspects, including: race, gender, age, socioeconomic status, special needs, geographic (rural/urban), and sexual orientation. However, Nashville Ballet recognizes the racial inequalities that have plagued the dance world for far too long and is deeply committed to educating our constituencies on systemic racism, engaging in antiracist work in every branch of our organization, and doing our part to abolish racial inequalities in ballet.

Nashville Ballet provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Description for Development and Database Coordinator

Reports To: Director of Development

Area of Responsibility: Development

Wage Classification: Full Time, Exempt

Position Summary: The Development Coordinator is a key member of the Development team, responsible for all aspects of donor database management, donor and gift reporting, creation of acknowledgement letters, data entry, filing/record keeping, and other administrative duties. Through the coordination of data entry and extraction of the database and requisite donor correspondence related to gifts, this role supports many aspects of donor relations for the Development department, including membership, sponsorship, fundraising, stewardship and donor events.

Essential Functions and Responsibilities:

DONOR RELATIONS & COMMUNICATIONS

- Serve first point of contact for donors calling Nashville Ballet, on the phone and via email, in a friendly and professional manner
- Manage monthly Development mailings, including annual notice and renewal letters, year-end solicitations, acknowledgement letters, and pledge reminders
- Coordinate as-needed Development emails, including newsletters, solicitations, and information for special donor events
- Perform prospect research on current and potential donors, and provide Artistic Director and CEO, COO, and Director of Development giving history and research notes in advance of donor meetings
- Coordinate the production and ordering of collateral materials (e.g. Annual Report, Development Brochure, Nashville Ballet branded materials)

DATA ENTRY AND EXTRACTION

- Collect and maintain all donor and prospect information in the database
- Serve as a “power user” of database, leading staff on constituent record maintenance, data extraction, network upgrades, innovative uses for efficiency and effectiveness, build Fiscal Year and Campaign structures
- Enter all gifts, pledges, pledge payments and in-kind gifts into donor software within established timeline
- Prepare data (segmentation, extraction) and execution of renewal solicitations as well as specialty campaigns
- Send weekly gift report to Development and Executive teams to ensure thank you notes and calls are made in a timely manner
- Effectively carry out system for timely and IRS-compatible acknowledgement of gifts and pledges
- Update donor records as needed and keep current with supplemental information, by way of data imports, such as their participation in School of Nashville Ballet, youth casts, attendance at events, assignment of constituency groupings, community engagement, and other critical information
- Work with Events Manager to transfer all event-related data to database
- Identify ways to use Tessitura or refine in-house processes/practices to improve data sophistication/ability

- Attend Tessitura User Group meetings as Nashville Ballet liaison and continually maintain/improve the standard operating procedures used by all staff
- Set up new staff with Tessitura and Parallels access
- Assist with administrative, office management, and other tasks as required.

REPORTING & RECORD MAINTENANCE

- Route daily cash receipt and pledge receipt reports to finance department
- Assist Development team with creating constituent lists as needed, including invitation lists, appeal recipient lists, etc.
- Manage donor pledge reminders and invoices as needed; manage Delinquency process for Annual Fund and Ballet Ball
- Prepare donor listings for performance programs and website, ensuring donor requests for recognition are honored
- Create month-end pledge reconciliation reports for Director of Development and CFO review
- Work regularly with the finance department to generate reports necessary for general ledger reconciliation, audit preparation, tax return preparation, data analysis, unusual entries (i.e. Patrons' Party, Last Call, SNB ticket donations, etc.), budget and grant preparation and reporting
- Analyze donor giving to make data-informed recommendations on how solicitations are made, hopefully leading to an increase in renewals

GENERAL RESPONSIBILITIES:

- Operate with a virtual 100% accuracy and data-entry integrity
- Possess desire and ability to self-check work
- Regularly demonstrate sound judgment and discretion with confidential information
- Work as part of a team to engage in strategic and purposeful use of Tessitura database to strengthen development practices
- Serve as a knowledgeable resource to all staff regarding data availability, manipulation, and extraction from Tessitura
- Keep all documentation organized to be easily accessible by all users
- Represent Nashville Ballet at performances, School events, community events, and local business organizations as needed
- Possess a desire to develop a foundational understanding of Development and an appreciation for the importance of donor relations information management

Physical Demands: The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to handle, feel, talk, and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulder. The employee is frequently required to sit and occasionally stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the noise level in the work environment is usually low to moderate.

Work Requirements and Qualifications:

1. Education: Bachelor's degree or equivalent experience

2. Knowledge, Skills, and Abilities:

- Effective project management skills, including setting and meeting deadlines
- Ability to make decisions and creatively solve problems
- Ability to manage multiple tasks simultaneously
- Attention to detail
- Aptitude with Microsoft Word, PowerPoint, and database management, preferably Tessitura
- Above-average knowledge of Excel
- Demonstrated commitment to the mission of the organization

3. Experience:

- 1+ years development experience preferred
- Experience working with major databases and confidential information
- Experience in a nonprofit or arts setting preferred

4. Requirements: Ability to work some evenings and weekends for events and performances

To Apply:

To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to careers@nashvilleballet.com. Include "Development and Database Coordinator" as the email's subject line.

1. A substantive cover letter including the following information: where you found the position listed, your interest in the position and the organization, the date you are available to start, and contact information for three professional references.
2. A résumé no longer than 2 pages outlining your educational and professional experience.
3. The following two assignments demonstrating your handling of data:

1. Nashville Ballet is preparing to thank its donors who contributed to the Annual Fund this year (FY23) and send an Annual Fund solicitation letter to those who donated last year (FY22) but not yet this year. Using the below information ("DATA") as your data source, perform the following:
Import the below data into a spreadsheet to use for a mail merge.

Review your data for inaccuracies, make any data changes necessary for a formal letter.

Identify in your spreadsheet who is receiving a thank you letter and who is receiving a solicitation letter.

Submit in Excel Spreadsheet:

DATA:

Constituent 1:

Last Name: Abra
Addressee: Lisa and John Arba
Salutation: Lisa and John Abra
Address: 1 Alpha Lane
City: Boston
State: MA
Zip: 02241
FY20 Gift: \$100
FY22 Gift: \$100
FY22 Gift Date: 10/1/21
FY22 Check Number: 5543

Constituent 2:
Last Name: Billings
Addressee: Mr. Jose Billings and Mrs. Judy Billings
Salutation: Judy and Jose
Address: 2 Bravo Avenue
City: Nashville
State: TN
Zip: 37221
FY21 Gift: \$500
FY22 Gift:
FY22 Gift Date:
FY22 Check Number:

Constituent 3:
Last Name: Continental
Addressee: Jenni Parker and Allison Continental
Salutation: Jenni and Allison
Address: 3 Crane Blvd
City: NAsheville
State: TN
Zip: 37208
FY20 Gift: \$600
FY21 Gift: \$500
FY21 Gift Date: 10/2/22
FY21 Check Number: 584

2. Nashville Ballet is organizing a major campaign to close out the fiscal year. We are looking to engage constituents who have recently attended performances OR are enrolled in School of Nashville Ballet but have not made a charitable contribution in the past two years. The development staff will want to pull a list of constituents from the database that meets these criteria but also provides additional information relevant to paring the list down to “hot” prospects and understanding “who” these individuals are.

Submit a document that lists the types of database fields/categories/descriptors you would be interested in seeing exported for this project. There is no one correct answer, please just demonstrate your understanding of donor identification and solicitation and knowledge of/use of database-type information to effectively do so.

Incomplete submissions will not be considered nor will submissions sent via postal mail or fax.

No calls please.

Prospective applicants are strongly encouraged to review our website at www.nashvilleballet.com prior to submitting materials for consideration.

Posting Date: **November 21, 2023**

Disclaimer Statement:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this document is intended to be an accurate description of the current job, circumstances may require that other, or different tasks be performed (e.g., emergencies, changes in personnel, workload, rush jobs or technological developments).