

Proposal Development Coordinator

About the Job

Ballet San Jose, a 26 year old not-for-profit performing arts institution, is seeking a Proposal Development Coordinator. Ballet San Jose performs *The Nutcracker* and a repertory season each year at the San Jose Center for Performing Arts, offers professional ballet training in the Ballet San Jose School, as well as community outreach through education programming. You can read more about Ballet San Jose at www.balletsj.org.

QUALIFICATIONS:

Bachelor's degree; at least two years of non-profit development experience and grant writing experience required. Strong written, organizational, and communication skills; proficiency in Microsoft Word and Excel; Experience working with fundraising database systems; Knowledge of Tessitura is a plus.

BASIC FUNCTIONS & TASKS:

Under the supervision of and in collaboration with the Annual Giving Manager, the Proposal Development Coordinator is responsible for coordinating materials in support of organizational efforts to cultivate and solicit private foundations, corporations, and major individual donors, as well as coordinating applications for competitive government funding.

RESPONSIBILITIES:

- Develop and submit proposals, reports, letters of inquiry and budgets to all private foundations and corporations, as well as some government agencies;
- Work with executive staff, department heads and other staff to develop institutional giving and sponsorship strategies and define program goals and activities;
- Research and identify prospective institutional and major individual donors;
- Track and report on all funding, tasks and contact with current and prospective institutional and major individual donors;
- Manage foundation cultivation and stewardship process, maintaining regular contact with key institutional representatives, organizing and participating in site visits and meetings with institutional officers, and preparing and prioritizing Executive Director's outreach;
- Manage the decision-making process for the evaluation of new grant and sponsorship opportunities;
- Monitor foundation and philanthropy news, including RFPs, foundation press releases, website updates and announcements, and trends in institutional giving;
- Attend bidder's conferences, workshops, and information sessions on potential proposal submissions;
- Complete other writing assignments and duties as requested;
- Participate in staff development workshops, staff meetings and supervision meetings;
- Participate in shaping and executing the organization's goals and mission, supporting the Department's efforts as a whole; and
- Participate in organization-wide initiatives.

The Proposal Development Coordinator reports to the Annual Giving Manager. This is a regular, full-time salaried position, with benefits package. Please send a resume with cover letter and salary requirements to sseiden@balletsj.org.