

Pittsburgh Ballet Theatre
Corporate and Government Relations Manager

Brief Description

Join one of Western Pennsylvania's most vibrant cultural organizations. Pittsburgh Ballet Theatre (PBT) is seeking a dynamic, entrepreneurial and highly self-motivated executive with experience in corporate communications and fundraising. The successful candidate will build PBT's growing base of corporate support. The ideal candidate will work collaboratively with PBT's marketing, education and artistic teams to customize client experiences and secure sponsorships across the spectrum of PBT's programs. This individual creates value for corporate clients by aligning the PBT Brand and mission to client objectives. Proven record in fundraising and sales in the non-profit performing arts sector is preferred, but not necessary.

Position Objective

The Corporate Relations Manager advances PBT's mission by achieving revenue targets while providing responsible stewardship.

Position Requirements

1. Identify, research, cultivate and secure corporate sponsorships.
2. With the Development Director, Executive Director and Board of Directors develop goals and strategies for corporate contributed revenue.
3. Work collaboratively with Development team to create settings to optimize prospect cultivation.
4. Create dynamic corporate membership benefit plans, specific to donor needs/wants.
5. Creates and manages corporate fundraising working group.
6. Oversee communication function including fundraising letters, proposals, acknowledgements, and outcome reporting. Personally solicits and secures commitments.
7. Proactively manage sponsor benefits to ensure that all contracted benefits are fulfilled or exceeded.
8. Participates in Strategic Planning, leverages the Board's role in Corporate Development.
9. Research and build comprehensive prospect list and develop access and solicitations strategies and execute plan.
10. Able to work nights and weekends during production runs at the Benedum Center hosting donors.
11. Represent PBT at events throughout the region.

Qualifications

Bachelor degree with 5 years of development experience. Proven record of development and fundraising success. Must be able establish relationships, provide exceptional customer service to diverse constituencies and close deals. Must have ability to leverage resources and capabilities of the PBT assets. Familiarity with Greater Pittsburgh regional business and philanthropic environment essential.

Other Requirements

- Strong interpersonal skills
- Strong organizational skills
- Ability to manage multiple priorities
- Excellent communication skills

Physical/Operation Requirements

Physical requirements include lifting of boxes and materials (20 lb limit), writing, typing, talking on the phone, walking, standing and sitting. Operation requirements include the ability to drive an automobile, work on a computer, and operate and speak on a telephone.

This job description does not create a contract or guarantee regarding any term or condition of employment, including job duties. The PBT reserves the right to change, modify, amend or enhance the job duties of any employee in response to operational, fiscal and/or departmental demands.

Submit cover letter and resume to Shelly Swartz at sswartz@pittsburghballet.org. No phone calls please.