

BALLROOM MARFA

Ballroom Marfa Director of Development

Position Description

Ballroom Marfa is seeking a Director of Development to oversee all aspects of fundraising. This new position comes at an exciting time as we head into our 20th year anniversary in 2023. Since its inception, Ballroom has been committed to artists and their vision. We've supported and organized exhibitions, performances, programs and residencies for nearly 700 artists over the past two decades. As we look towards the future, the Director of Development will be part of a close-knit team that develops fundraising strategy, planning and execution for Ballroom's ambitious ideas and projects.

Reporting to the Executive Director & Curator, the position also works closely with the Co-Founders/ Artistic Director & Board President. The Director of Development is responsible for managing and expanding our fundraising initiatives including individual giving, membership, corporate sponsors and grants, as well as our editions program and shop that generates additional streams of revenue. The Director leads fundraising communications and conveys Ballroom's programs and mission to donors and constituents. A successful candidate is a dynamic and highly motivated individual who has a passion for contemporary art and artists; creating innovative models of support; and messaging Ballroom's work to donors and supporters.

This is a full-time position with benefits, including paid health care. Candidates may be based elsewhere, but are required to meet with Ballroom staff regularly and travel to and from Marfa, Texas and elsewhere.

Responsibilities

- Plan, direct, and implement fundraising efforts that bring in gifts, grants, partnerships
- Develop and execute an overall development strategy to meet short-term and long-term fundraising goals
- Donor solicitation, cultivation, and stewardship of individuals (including our giving group the International Surf Club), members, corporate partnerships, foundations, and government relations
- Motivate and interact effectively with Trustees, serving as liaison; facilitate Trustee communications and meetings

- Direct Ballroom's editions program, on-site and online shop, and other revenue streams such as Ballroom's travel program, working closely with the Finance & Operations Deputy and Gallery Manager
- Administer our grants program and provide editorial feedback and strategic guidance, collaborating closely with the curatorial and programming team
- Plan and manage events such as the bi-annual New York gala, Spring party, and prospective donor events
- Maintains calendar of fundraising events with clear deadlines
- Successfully manage development-related budgets (revenue and expenses)
- Utilize and upkeep donor database (Donor Perfect) to steward donors and fundraising initiatives

Qualifications

- Minimum of 5-7 years of experience in development in arts non-profit organizations
- Ability to inspire and engage individual donors, members and sponsors, and successfully close gifts and secure funding
- Maintains a track record of meeting revenue goals
- Knowledge of fundraising and communications principles, strategy, techniques, and ethics
- Experienced communicator with exceptional verbal and written communication skills, especially when speaking and writing about contemporary art
- Deep knowledge of the arts and cultural landscape, including museums, donors, funders, press
- Strong project manager with excellent organizational, analytical, problem solving skills; has attention to detail
- Ability to meet deadlines and work well under pressure
- Proficient in Microsoft Office, Excel, PowerPoint, Adobe Suite, Zoom
- Ability to use / learn fundraising software
- Works independently and collaborates effectively with colleagues and consultants from a distance
- Creative and forward thinking; enjoys collaborating; has a good sense of humor
- Ability to work evening hours for events and some weekends required; can travel when needed
- Does not have to be based in Marfa, Texas, but has a valid driver's license and is comfortable driving long distances
- Bilingual speakers (English / Spanish) is a plus

Organization

Ballroom Marfa is a non-profit cultural arts foundation based in Marfa, a remote town of 2,000 people in Far West Texas. Founded in 2003, Ballroom Marfa presents contemporary art and performance programming in a converted 1927-era ballroom. Funded by donations from individuals and foundations, Ballroom Marfa provides the resources for artists, curators and musicians to create work that is site-specific and site-inspired.

Equal Employment Opportunity

Ballroom believes in 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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

How to Apply

Send a cover letter and CV/resume to opportunities@ballroommarfa.org with the subject “Director of Development.” Selected candidates will be asked to provide three references, fundraising portfolio, and writing samples.