



## Job Description

**Title:** Development Operations & Database Coordinator  
**Department:** Development  
**Position Status:** Full-Time; Benefit-eligible; FLSA Exempt  
**Effective Date:** Upon Hire

### Position Overview:

Under the supervision of the Director of Development, the Development Operations & Database Coordinator is involved in all key functions of development operations and makes a significant contribution to achieving Oregon Ballet Theatre's fundraising goals. This position works collaboratively with the Development team in overseeing annual giving campaigns, donor stewardship events and benefits, development communications, gift processing, and strategic utilization of the Tessitura CRM database. This is a pivotal position on the OBT Development team, working synchronously with staff, artists, executive leadership, and the Board of Directors while interacting closely with OBT donors and the public. The work related to this position directly supports Oregon Ballet Theatre's mission and reflects the organization's core values and highest ethical standards.

### Essential Functions:

- Serves as main point of contact for annual fund donors providing personalized donor cultivation and high-touch stewardship methods.
- Implements annual giving campaigns and strategies for donor acquisition/conversion, lapsed donors, recurring giving, in-kind and matching gifts in consultation with the Director of Development, Individual Major Gifts Manager, and Institutional Major Gifts Manager.
- Initiates personalized gift acknowledgement and stewardship plans in collaboration with Development Officers, Executive Leadership, Artists, Staff and Board
- Ensures timely, accurate gift processing and reconciliation with Finance.
- Fulfills donor and sponsorship benefits and recognition.
- Coordinates donor stewardship and cultivation events and activities in partnership with the Development Team.
- Conducts prospect research and maintains donor, prospect, and event briefings in partnership with Development team as needed.
- Oversees the utilization of the Tessitura CRM database to maximize maintaining accurate and thorough records, issuing Development reports, managing donor and prospect lists, and conducting data analysis as needed.
- Manages various digital and print Development communications in partnership with Marketing.
- Administers general department operations for the Development team.
- Assists with special projects and performs other related duties as required.

### Experience & Skills:

- Excellent project management skills with an ability to regularly prioritize and manage multiple, and sometimes competing, priorities, needs, and expectations.



- Proficiency in Microsoft Office and fundraising CRM databases, experience in Tessitura preferred.
- Creative, resourceful, and enthusiastic individual with outstanding interpersonal skills able to actively participate as a thought partner with colleagues.
- Thrives working both independently and collaboratively to execute the operational and strategic plans of the Development department with a donor-centric approach.
- Excellent written, verbal, and digital communication skills.
- Possesses exceptional attention to detail and strong organizational, analytical and strategic-thinking skills.
- Commitment to advancing racial diversity, equity, and inclusion. Experience engaging and partnering with people of color, including Black, Latinx, Indigenous, Asian, and other communities.
- College degree and/or college-level studies preferred, or equivalent education and experience. Minimum of two years of professional, volunteer and/or lived experience in development, events, marketing, or patron services.

**Equity:**

OBT is committed to a diverse, racially, and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

**Our Culture:**

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable and Inclusive. Disagree Well. Compassionate. Ambassadors. Accountable.

**Accommodations:**

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently abled to perform the primary responsibilities of this job.

**Security Clearance:**

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

**Working Conditions:**

This job operates in a shared professional workspace in our Bancroft Offices which includes rehearsal studios, as well as in large public theaters during season performances. Additionally, it includes partial work from home flexibility.

**Work Schedule:**

This is a full-time 40-hour per week position that regularly requires extended hours and weekend work. Flexible scheduling of work hours is an option.



**Compensation:**

This position starts at \$45,000-\$48,000 annually, and provides full benefits, including: employer-paid medical, dental, and vision insurance; life insurance; and 25 days off annually (15 days PTO and 10 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plan; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.