



Coordinator, Donor & Alumni Events

Canada's National Ballet School is currently inviting applications for the permanent full-time role of **Coordinator, Donor & Alumni Events**.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has *300+* employees supporting programs ranging from professional ballet training, community engagement, and ground-breaking health initiatives.

The **Coordinator, Donor & Alumni Events** is responsible for the coordination and implementation of programs and projects that strategically engage NBS donors and alumni. Additionally, the Coordinator will be responsible for the logistics and execution of in-person, virtual and hybrid events at Canada's National Ballet School including signature fundraising events, donor and community events, alumni events, third party events, and digital stewardship.

Reporting to the Manager, Development & Partnership Events, the Coordinator will work closely with the Senior Development Officer, Stewardship, and collaborate regularly with many other departments; primarily Fund Development, Brand Engagement, Community Dance, NBS Artistic Staff, Production, Facilities, and Food Services.

Major Duties and Responsibilities

- Execute event plans related to event format, key event elements, and pre-event tasks; working closely with the Manager to ensure feasibility;
- Build, coordinate and manage database and processes related to fundraising events, including event module, RSVP tracking and list distribution, data collection webpages;
- Research, coordinate, and maintain relationships with vendors, talent and service providers;
- Present for all events to provide tactical support on practical details; arriving pre-show, managing on-site logistics, remaining post-event to lead the cleanup process, addressing issues and potential risks throughout the process;
- Coordinate and implement communications relating to the NBS Connect (digital alumni) platform, including personalized touch points, participant surveys, and event reminders;
- Partner with Advancement staff to monitor and track alumni data, including event attendance and participation, graduation rates, education progress, awards and accolades, and job history;
- Collaborate with Fund Development colleagues to discover and develop content ideas to share alumni stories through social media, video and other marketing platforms;
- Support research requirements in relation to donor/ alumni reporting and grant writing;
- Responsible for administration of revenue and expense tracking, including invoicing, pledge and gift tracking, tax receipt review and distribution;

- Maintain open communication with all team members throughout the planning process; this includes creating shared workbooks to track logistical matters (critical paths, master schedules, travel itineraries, group calendars, etc.);
- Organize and attend meetings with various internal departments, external committees and volunteers to support the event planning process, contribute to idea generation, record meeting minutes and follow up.

Qualifications/Skills/Experience

- Post-secondary diploma or degree in a related field;
- 2+ years of fundraising, and/or event experience;
- Knowledge of best event practices in donor relations; experience with a wide range of event formats and procedures;
- Strong project management and organizational skills, including the ability to work independently and collaboratively, manage multiple projects, and prioritize tasks in a detail-oriented manner;
- Ability to work with efficiency, enthusiasm, and diplomacy in a dynamic environment, under pressure, with multiple and competing priorities;
- Great oral, written and interpersonal skills are crucial to liaising with a various Departments, and a diverse group of external stakeholders;
- Significant working knowledge with Microsoft Office (Word, Excel, PowerPoint, and Outlook);
- Familiarity with Blackbaud Raiser's Edge/ NXT, Adobe Acrobat, Dropbox and Google Drive/Docs;
- Experience using major social media platforms, and high level of comfort interacting in a social web environment is required;
- Bilingualism (English and French) is an additional asset;
- Flexibility is required in hours of work, at times, as performances, special events, committee meetings, and occasional travel, may require work in the evening/early morning/weekends;
- An understanding of and commitment to NBS' mission, understanding of how donor and alumni engagement supports the overall advancement goals of the organization.

Successful candidates must supply Canada's National Ballet School with a Police Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Join our team today! Please email your resume and cover letter to careers@nbs-enb.ca and indicate **"Coordinator Donor & Alum Events 2022"** in the subject line.

About NBS

NBS is the largest dance training organization in Canada. At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance to change lives for the better. For 60+ years, NBS has been Canada's leader for Olympic-calibre ballet training, with a track record for driving systemic, progressive change; evolving dance education significantly over time. Our pursuit of dynamic inclusion constantly reveals the life-changing impact of the power of dance. This is what drives our commitment to making dance a part of all Canadians' lives. NBS continues its focus on excellence in ballet training, while leveraging its artistic core to expand NBS' program offerings to engage more people than ever before.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

NBS is committed to the goal of being an equity-informed school. We invest heavily in work and practices that foster positive change internally while driving a progressive evolution in the wider sector. We recognize our responsibility as Canada's largest arts training organization and one of its oldest, to address anti-Black racism, reconciliation with Indigenous peoples and systemic oppression in Canadian society. Building an inclusive sense of belonging at NBS for every dancer and employee is the School's primary imperative

At NBS, we can offer you the chance to build a rewarding and fulfilling career. This is a place where you can realize and achieve your professional goals within a supportive and respectful environment.

Collaborating with talented artists and colleagues on deeply satisfying and rewarding work, every employee has the opportunity to make a profound impact on our organization and on society.

At NBS we are committed to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.

We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.