

Northwest Florida Ballet
Marketing/Development Position

Duties:

- Create and oversee marketing campaign and budget for the performance season.
- Collaborate with media representatives, graphic designer and printers to execute campaign materials.
- Collaborate with community and business partners on promotional events.
- Create content for press releases, collateral materials, e-blast, etc.
- Develop and maintain web page and social media sites.
- Plan and organize special events and fundraisers.
- Work with NFB families, community members and sponsors on fundraising initiatives.
- Develop grant proposals to public and private sector for funding.
- Manage the NFB Boutique and ticket sales.

Qualifications:

- Bachelor degree in marketing or related field
- Two years experience marketing for a not-for-profit organization
- Knowledge in performing arts
- Strong writing and interpersonal skills
- Proficient in Microsoft Office
- Self-motivated, able to work within strict deadlines and in high pressure situations
- Must be able to work evenings and weekends
- Grant writing experience preferred
- Retail experience preferred

To Apply:

Please submit a cover letter and resume to Todd Eric Allen at tallen@nfballet.org.

No calls please.