



Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 750 patrons for dance shows, and a 85-seat black box theater.

## TITLE: Development Manager

REPORTS TO: Executive Director

JOB PURPOSE: This position provides leadership, management and coordination for all Center for the Arts fundraising efforts.

### DUTIES and RESPONSIBILITIES:

Develop, implement and manage all aspects of fundraising campaigns.

- Identify, build and strengthen relationships with individual donors, corporations and foundations.
- Identify and cultivate relationships with grant funders via prospecting and grant writing.
- Work with the Executive Director to develop annual fundraising metrics and fundraising goals based on prospect pipeline.

Oversee Membership and Box Office Associate Manager

- Work to develop systems for benefit fulfillment for members.
- Work with Membership and Box Office Associate Manager to develop customer service protocols and communication strategies.
- Work with Membership and Box Office Associate Manager to develop a growth plan for memberships and identify metrics.

Working with the Executive Director, Membership Associate, Board members and committee chairs, create and execute a comprehensive fundraising plan.

- Provide regular updates and reports, including budget forecasts, tracking and reporting systems.
- Work closely with the Accounting Manager to generate financial records and track budget.
- Identify potential campaign opportunities and feasible goals.

Create messaging statements and work with marketing to create support materials for campaigns.

- Oversee production of case statements, grants, brochures, donor proposals, and sponsorship materials.
- Serve as spokesperson and public advocate for the Center's mission within the funding community.

Lead all sponsorship efforts and fulfillment for both The Center for the Arts and California WorldFest.

#### QUALIFICATIONS:

- \*At least 5 years manager level fundraising background
- \*Use of Google Drive, Excel and basic computer programs
- \*Experience with database management required
- \*Experience with salesforce a plus
- \*Excellent communication, writing and interpersonal skills
- \*Ability to lead and direct others
- \*Demonstrated track record for soliciting major gifts
- \*Event planning capabilities

#### HOURS

25-30 hours weekly

Time varies based on event needs. Some evening and weekend hours will be required.

Salary commensurate with experience.