



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 507 guests in configurable theater seats and up to 750 patrons for dance shows.

TITLE: Development & Sponsorship Coordinator

REPORTS TO: Executive Director

JOB PURPOSE

The Development & Sponsorship Coordinator is dedicated to the continued growth and success of the organization. The position will develop new business partnerships and maintain relationships with current sponsors for The Center and California WorldFest, focusing on gifts over \$1,500 or more.

DUTIES and RESPONSIBILITIES:

- Solicit sponsorships for both The Center for the Arts and California WorldFest
- Obtain and secure contracts
- Coordinate sponsorship fulfillment
- Attend events as needed to greet major donors and sponsors
- Assist with event planning and promotion
- Meet financial goals set forth by the organization's annual budget
- Manage and secure required documentation of gifts and gift intentions

QUALIFICATIONS:

- Previous experience in sales or fundraising
- Outstanding customer service skills
- **Outstanding written and verbal communication skills required**
- Must be able to multitask
- Must be a team player who is willing to step in and assist the team when needed
- Full comprehension of Google Drive and Salesforce
- Extensive organization skills and attention to detail
- Basic math skills required
- Past experience with PatronManager is a plus

HOURS & COMPENSATION

Approx. 20 hours per week

Hours may vary based on event needs. Some evening and weekend hours will be required as this is a hands-on, customer-facing position.



THE CENTER
FOR THE ARTS

Compensation will be hourly (non-exempt) plus commission on new sponsorships.

TO APPLY

Email cover letter and resume to hr@thecenterforthearts.org