



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 seated patrons and up to 750 patrons for dance shows, an art gallery, three dance studios, and a 85-seat black box theater.

TITLE: Development Director

REPORTS TO: Executive Director

JOB PURPOSE: This position provides leadership, management and coordination for all Center for the Arts fundraising efforts. In addition, this position will oversee all membership efforts and lead those efforts in marketing and benefit fulfillment.

DUTIES and RESPONSIBILITIES:

Develop, implement and manage all aspects of contributed income campaigns.

- Identify, build and strengthen relationships with individual donors, corporations and foundations.
- Identify and cultivate new donors via prospecting and research strategies.
- Work with the Executive Director to develop annual fundraising goals.
- Grow membership base and increase membership revenue through developing and implementing campaigns, drives, and special member cultivation activities.
- Support special fundraising initiatives such as planned giving, reserve funds, and endowments.
- Work with Sponsorship Coordinator to develop strategies and initiatives for securing community partnerships and sponsors.
- Oversight of the membership programs (\$90+ to \$5,000). Responsible for the growth and careful stewardship of The Center's Encore Club (\$1000+).

Oversee Box Office Manager & Membership Coordinator

- Work to develop systems for benefit fulfillment for members.
- Work with Box Office Manager & Membership Coordinator to develop customer service protocols, and communication strategies.
- Oversee, manage, and direct all membership communications including texting programs, emails, website, and direct mail pieces.
- Analyze patron reports and develop a growth plan for memberships and identify metrics.

Work with the Executive Director, Board Members, and Committee Chairs to create and execute a comprehensive fundraising plan.

- Provide regular updates and reports including budget forecasts and year-to-date performance.
- Work closely with the Accounting Manager to generate financial records and track progress to 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, brochures, donor proposals, and sponsorship materials.
- Produce and organize content for all fundraising campaigns.
- Serve as spokesperson and public advocate for the Center's mission within the funding community.
- Organize all communications with members and non members at various levels including website, emails, social media, texting programs and provide direction to marketing team.

As a member of The Center's Senior Leadership Team, play a key role in the accomplishment of The Center's strategic goals, providing support, and overall management of members, major donors and patrons.

- Oversee obligations with program funders, provide stewardship guidance for major donors, and ensure proper accountability and acknowledgement for all donations and program funding.
- Participate in the budget process and maintain a high level of fiscal responsibility.

QUALIFICATIONS:

- At least 7 years of manager-level fundraising background
- Proficient with Google Drive, Excel and basic computer programs
- Experience with database management required
- Experience with Salesforce is a plus
- Excellent communication, writing, and interpersonal skills
- Experience leading and directing others
- Demonstrated track record for soliciting major gifts
- Event planning capabilities

HOURS & LOCATION

Full-time. Work hours vary based on event needs. Evening and weekend hours will be required. Hybrid position (requires at least 3 days per week in Grass Valley office).

COMPENSATION & BENEFITS

- Salary range: \$66,560 to \$75,000 depending on experience.
- Flexible hours
- Paid Vacation time accrued each pay period (earn up to 2 weeks per year)
- 8 Paid Company Holidays per year
- Free show tickets for you and a guest (excludes sold out shows)
- Discounts on classes and workshops
- Free classes at Sweat Nevada County (current sponsorship, subject to change)

TO APPLY

Please send a cover letter and resume to hr@thecenterforthearts.org.