



THE CENTER FOR THE ARTS

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 700 patrons for dance shows.

TITLE: Development Manager

REPORTS TO: Executive Director

JOB PURPOSE

The Development Manager position is critical to the continued growth and success of the organization. You will be a conduit between the Center and its patrons, making sure they have the best experience possible both at our events and in the community. Develop new and maintain current relationships with donors and sponsors to further drive The Center's mission is crucial. This role requires great people skills, data management experience, and professionalism.

DUTIES and RESPONSIBILITIES:

- Implement and execute annual fundraising plan to meet fundraising goals
- Manage a portfolio of annual donors giving less than \$5,000 annually
- Sponsorship coordination with business partners
- Event planning assistance and promotion
- Prepare and present regular reports on progress toward fundraising goals
- Lead fundraising campaigns and membership drives
- Generate donor communications and newsletters
- Maintain clean donor database and prepare data-driven reports as needed
- Assist in creation of print, digital, and social media content
- Identify prospects while also networking and cultivating new donors
- Supervise the Box Office and Membership Manager

QUALIFICATIONS/SKILLS:

- 3-5 years of experience in nonprofit fundraising required
- Applied understanding of basic fundraising principles and fund development best practices
- Strong prospect identification and qualification skills
- Excellent writing, editing, and proofreading skills
- Strong interpersonal, verbal communication, and presentation skills
- Strong database and spreadsheet capabilities
- Full comprehension and use of Google Drive
- Extensive organization skills and attention to detail
- Basic math skills required.
- Direct supervision experience
- Experience with ticketing programs including PatronManager or Salesforce is a plus



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HOURS

30+ hours per week, depending on special events and seasonal activities.

\$28-\$33 per hour

Some evening and weekend hours will be required. This is a hands-on, non-exempt, customer-facing position.

TO APPLY

Email cover letter and resume to hr@thecenterforthearts.org.