



## Director of Development Job Description

Aurora Theatre & Lawrenceville Arts Center seeks a dynamic and entrepreneurial Director of Development to play a leadership role in Aurora Theatre fundraising and expansion.

Aurora Theatre is the 2<sup>nd</sup> largest professional theatre in the state of Georgia, located in Gwinnett County with an operating budget of \$4.5 million, producing 800+ events for more than 80,000 visitors each season. Lawrenceville Arts Center (LAC), a brand-new premier arts and culture venue located in historic downtown Lawrenceville GA, which opened to the public in Fall 2021.

**REQUIREMENTS:** Candidate should have a Bachelor degree, 5+ year of experience in major gifts fundraising or arts marketing, grant writing experience preferred. Candidates must have excellent written, organizational, and interpersonal skills. Knowledge of Microsoft Office, Tessitura and VenueOps a plus.

**SALARY:** \$50,000 - \$57,000

Salary is commensurate with experience; with potential for future performance incentives; generous benefits package listed below.

To best demonstrate Aurora Theatre's commitment to inclusion, diversity, equity, access, and excellence in our workspace, we **encourage** ALL qualified applicants to apply. Aurora Theatre is an equal opportunity employer.

**TO APPLY:** Please send resume and cover letter, salary requirements, including names and phone numbers of 3 references and writing sample no later than April 1, 2022, to [hiring@auroratheatre.com](mailto: hiring@auroratheatre.com):

Anthony Rodriguez  
President/CEO  
Aurora Theatre  
Lawrenceville, GA 30046  
[anthony@auroratheatre.com](mailto: anthony@auroratheatre.com)  
[hiring@auroratheatre.com](mailto: hiring@auroratheatre.com)

### REPORTS TO: Managing Director

#### Primary Roles & Responsibilities

The Director of Development leads a department whose fundraising includes major gifts, an annual fund, donor relations, fundraising appeals, grant writing, and special fundraising events. This individual will lead the day-to-day operations of the development department, while working closely with other leadership staff.

#### Leadership

- Personally raise major and leadership gifts of \$10,000 to \$100,000 for Aurora Theatre
- Embrace the mission of Aurora Theatre
- Incorporate Aurora's Artist Statement
- Set the tone for a high functioning department, empowering others to achieve goals
- Be a self-starter who is goal driven

- Be a professional, articulate, enthusiastic, and informed ambassador for Aurora Theatre with donors, patrons, sponsors, and Board members
- Work respectfully and collaboratively with the Board and other Aurora Directors and across all departments, including Artistic, Production, Facilities, Education and Box Office on a daily basis
- Inspire engagement of Aurora Theatre staff and artists through leadership by example
- Represent Aurora Theatre at community meetings and engagements, when appropriate
- Contribute towards the strengthening of performing arts throughout the metro-Atlanta region
- Participate in professional development, mentoring, and training as much as time and resources allow

## **Development**

- Raise major and leadership gifts from \$10,000 to \$100,000 for Aurora Theatre's overall current \$3.5 million operating budget
- Build and maintain personal fundraising portfolio of 25-50 prospects for annual support, including sponsorships
- Create and execute the Development Plan for the opening year of Aurora Theatre at the Lawrenceville Arts Center
- Identify and solicit donors, sponsors, grant-makers, in-kind supporters, and partners, as well as executing fundraising events, to support Aurora Theatre's full breadth of professional and educational programming
- Work in partnership with the Managing Director to develop and track progress against the Development budget
- Serve as the lead point person for all fundraising campaigns, including creative of related materials, prospect research, and cultivation and stewardship
- Supervise Development Associate/Grant Writer
- Coordinate special fundraising events (Gala, Golf Tournament, Sunday Supper, 0.5k, etc)
- Design, implement and manage all fundraising activities including annual giving, special projects, and other Aurora-related solicitations
- Research new foundation, corporate, government grants and manage grant process

## **Board of Trustees and Donor Relations**

- Coordinate and provide support for meetings between President/CEO and current and prospective donors and sponsors
- Implement the annual Board of Trustees campaign and top patrons' campaign (\$1,000 and up) to meet aggressive fundraising goals
- Collaborate with marketing department to develop print and web materials related to fundraising and public relations
- Manage gift recognition programs
- Review and collaborate evaluation feedback and use where appropriate
- Deliver what current community partners need for mutual continued success

## **Future Growth**

- Brainstorm innovative and creative ways to increase development department revenue and develop future growth opportunities
- Assist in cultivating and developing community partnerships that deepen Aurora's relationship with the region (i.e. Gwinnett County, GGC, Gwinnett County School System, Gwinnett Chamber of Commerce, City of Atlanta, Clayton County, etc.)

## CULTURE

Lawrenceville Arts Center is an inclusive art space where you will be part of a thriving cultural scene (music, theatre, dance, & visual arts). Join a creative culture that operates under “Group Speak” (all voices welcomed). We value equity in the workplace, and we fight for civic, corporate and cultural understanding. Plus, we have a lot of fun!!!

This is a full-time position eligible for benefits and perks including:

- health insurance (full health, vision, dental, supplemental)
- retirement
- paid time off
- flexible work environment
- ongoing career training
- employee discounts
- FREE admission to shows AND MORE!!!!

*Aurora recognizes that conversations about salary can be difficult. We strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Aurora will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.*