



Development Associate & Grants Manager Job Description

Aurora Theatre & Lawrenceville Arts Center seeks a dynamic and entrepreneurial Development Associate & Grants Manager to actively support the fund development and cultivation activities of Aurora Theatre.

Aurora Theatre is the 2nd largest professional theatre in the state of Georgia, located in Gwinnett County with an operating budget of \$3.5 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, is set to open Fall 2021. With 5 distinct spaces (and endless funky alcoves) LAC is a community gathering place that is perfect for your next performance, convention, corporate meeting or celebration. LAC is sure to be a destination location for not only Gwinnett County and Georgia, but the entire Southeast region!

REQUIREMENTS: Candidate should have a Bachelor or Associate's degree, 2+ year of experience in grant-writing and development support or industry equivalent. Candidates must have excellent written, organizational and interpersonal skills. Knowledge of Microsoft Office and fundraising/customer relationship management software preferred. Must be willing to learn Tessitura and VenueOps software.

SALARY: \$38,000 - \$43,000

Salary is commensurate with experience; generous benefits package listed below.

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

TO APPLY: Please send resume and cover letter, salary requirements, including names and phone numbers of 3 references and a writing sample no later than August 13, 2021, 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: Director of Development

Primary Roles & Responsibilities

Leadership

- Embrace the mission of Aurora Theatre
- Incorporate Aurora's Artist Statement
- Be a self-starter who is goal driven
- Be a professional, articulate, enthusiastic, and informed ambassador for Aurora Theatre with grant funders, donors, Board members and community
- Work respectfully and collaboratively with Aurora Directors, staff, and artists, and across all departments, including Artistic, Production, Facilities, Education and Box Office on a daily basis
- Represent Aurora Theatre at community meetings and engagements, when appropriate.
- Contribute to strengthening the performing arts throughout the metro-Atlanta region
- Participate in professional development, mentoring, and training as much as time and resources allow

Grant Writing

- Be responsible for conducting the full range of activities required to research, prepare, submit, and manage grant proposals to foundation, corporate, and government funders
- Perform prospect research on foundations, corporations, and government agencies to evaluate prospects for grants
- Work with Director of Development and Managing Director to gather information necessary to report to funders on current grant programs
- Manage grant tracking and comply with all grant reporting as required by foundation/corporate/government donors
- Make appointments for President/CEO with foundation officers and other prospects, arrange for onsite tours for supporters (foundation and corporate officers/trustees)

Development Operations

- Handle all gift entry and maintenance of donor records in Tessitura
- Become an expert user of Tessitura database system and make certain it is utilized as a critical resource for Aurora Theatre fundraising and donor management
- Handle donor recognition - i.e. program donor lists, thank you notes, receipts, and tax letters
- Work with Director of Development to prepare annual appeal letters
- Maintain updated detailed records and files to insure institutional knowledge of donor relationships
- Create and manage pledge reminders
- Update language used in all forms (i.e. grants, website, social media)
- Maintain current records in database and in paper files
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship
- Be available for all fundraisers and outreach activities as assigned
- Work with Director of Development to develop and implement weekly, monthly, quarterly, and annual fundraising reports

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.