

Position Specification

Director of Development, Aurora Theatre, Lawrenceville, GA

Organization

Starting from humble roots in a converted hardware store in 1996, Aurora Theatre has grown to be the second largest professional theatre in Georgia, and one of the largest non-profit arts organizations in the Southeast, with an annual operating budget of approximately \$4.5M. Now approaching its 28th season, Aurora serves as the resident company and manager of the \$35M Lawrenceville Arts Center (LAC). It produces over 800 events for over 80,000 visitors every year. LAC is the primary economic driver for downtown Lawrenceville, and Aurora has built a reputation not only for outstanding artistry and high production values, but for being a leader in intentional diversity, equity, and inclusion - across its programming, casting, and hiring. For more information about Aurora, see <https://www.auroratheatre.com/>.

Position

The Director of Development reports to the Managing Director, and leads a small team that includes a Development Associate (to be hired by the new Director) and shared administrative resources. Responsibilities include major gifts, annual fund, sponsorships, grant writing, special events, and cultivating relationships with donors.

Primary Responsibilities:

- Lead the Development Department and serve as a member of Aurora's leadership team.
- Strategize, execute, and deliver Aurora's development strategy.
- Assume personal responsibility for securing major / leadership gifts above \$10,000.
- Embrace and advance Aurora Theatre's Mission and Vision.
- Serve as a passionate ambassador for Aurora throughout the community.

Additional Responsibilities:

- Implement, document, and ensure the faithful execution of development best practices and clear, replicable processes.
- Provide strategic guidance and coaching to build a robust approach to soliciting and winning new grants from foundation, corporate, and government sources.
- Build and work a personal fundraising portfolio of 25-50 prospects for annual and ongoing support, including sponsorships.
- Lead and execute the annual Board of Trustees campaign and top patrons' campaign.
- Engage, recruit, and coach staff, Board members, and volunteers in order to expand and amplify Aurora's fundraising reach.
- Ensure the success of special fundraising events, both existing and TBD
- Assist in cultivating and developing relationships that deepen Aurora's community partnerships with major players in the region (i.e. Gwinnett County, Georgia Gwinnett College, Gwinnett County School System, Gwinnett Chamber of Commerce, City of Atlanta, neighboring counties, large private organizations, etc).
- Collaborate with the marketing department to develop appropriate collateral materials.

The Best Candidate

- Proven development experience, with broad involvement in major gifts, annual fund, grant writing, and special events.
- Inspiring leader who empowers and encourages others.
- Reads people and situations effectively. Listens for nuance.
- Good presentation skills and a willingness to be the face of the organization when required.
- Can identify others' primary motivators and adapt style and approach in order to communicate effectively. Can work with all types of people.
- Energetic. Driven. Persistent. Goal-oriented.
- Blend of strategic vision and attention to details. Likely a parallel processor.
- Precise writing skills.
- An organization builder, not a resume builder.
- Preference for 5+ years development/marketing experience.
- Experience in the arts is a plus.

Compensation

- Salary is commensurate with experience. Ideal range is \$78,000-\$88,000.
- Benefits include:
 - Full medical, dental, and disability
 - Optional vision, supplemental, and life.
 - Optional IRA company match
- Paid Time Off (PTO).
- Flexible work environment, ongoing career training, free admission to shows, and other employee discounts.

For more information, please contact:

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All inquiries and referrals will be held in the strictest confidence.