



DEVELOPMENT MANAGER
AMHERST CINEMA ARTS CENTER, INC.
Amherst, Massachusetts www.amherstcinema.org

Amherst Cinema invites experienced and highly motivated candidates to apply for its Development Manager position. This is a key leadership position requiring a combination of skills instrumental to the long-term success of our organization. The ideal candidate will have experience growing contributed income, and enjoy serving as a key liaison to the Cinema's core stakeholders and supporters. The Development Manager reports to the Executive Director, and works collaboratively with office staff and volunteers.

This is a full-time (40 hour/week), exempt position with a comprehensive benefits package that includes free movies, medical, dental, a 403(b) retirement/employer matching plan, and paid holidays and vacation. Most hours are daytime business hours, Monday – Friday, but occasional evening hours are required. The salary range is \$55,000-65,000.00 annually, commensurate with experience.

Essential Functions:

- **Grow Memberships, Donations and Volunteer Engagement.** Work closely with the Executive Director and others to develop, implement and monitor initiatives to grow support for the cinema, including support through Membership drives, Annual Fund initiatives and programs to actively engage volunteers. This includes working with the Executive Director and others to identify, cultivate, thank, and steward Members, donors, volunteers and other supporters.
- **Generate Communications; Utilize Database.** Oversee handling of communications with Members, donors, volunteers and other supporters, including processing of Membership applications, welcome letters, renewals, donor acknowledgements, etc. Analyze data captured in our databases and prepare recommendations for action to grow support for the Cinema.
- **Write Grants.** Maintain a schedule of recurring grant applications. Write and submit applications and fulfill all deliverables on accepted applications. Research and apply for new grant funding opportunities.
- **Event Management.** Plan and oversee events that engage supporters and grow support for the cinema. Example: Receptions for major supporters, volunteers, and community outreach.
- **Prepare Budget.** Participate in the budget process and manage approved development initiatives.
- **Strategic Planning.** Work with the Executive Director and others to develop and implement new programs, events, collaborations to grow audiences and increase financial support for the Cinema.

Qualifications/Skills:

- Bachelor's degree and/or relevant work experience;
- 3 years of successively responsible experience in development or related field;
- Proven record of accomplishment in solicitations and cultivation of prospective donors and/or members, and ability to manage acknowledgement processes and donor relations;
- Ability to track and analyze data, and translate into persuasive, targeted and compelling content;
- Excellent verbal and written communications skills and interpersonal skills with a demonstrated ability to interact with all levels of the organization with a high customer service orientation;
- Strong computer proficiency and familiarity with donation management systems (we use DonorPerfect), venue management software (we use Agile Ticketing Solutions), and office productivity tools (we use Microsoft Outlook, Word, and Excel);

- Ability to work effectively in a collaborative environment with individuals across diverse backgrounds, perspectives, and lived experiences.
- Familiarity with film arts, media arts and/or arthouse cinema preferred;
- Experience and comfort working in a small, nimble environment is a plus.
- **WORKING CONDITIONS:** Standard office environment; Telework flexibility in place.
- **LANGUAGE SKILLS:** Ability to read and interpret documents in English as well as the ability to write routine correspondence in English. Ability to speak effectively in English before groups of customers or employees. Ability to communicate in Spanish is highly desirable, but not required.
- **COVID-19 precautions:** Personal protective equipment required; sanitizing, disinfecting and cleaning procedures in place; Proof of COVID-19 full vaccination.

To apply, please submit a cover letter, resume and three professional references to

jobs@amherstcinema.org. Resumes submitted without cover letters will not be considered. Review of applications will begin on December 10, 2021, and continue until the position is filled.

Amherst Cinema is an independent, nonprofit arts and education center brimming with world-class programs. Our comfortable, fully accessible theater offers state-of-the-art projection and sound, and is a beloved cultural institution in Western Massachusetts.

Amherst Cinema is an equal opportunity employer and committed to hiring team members from diverse backgrounds, perspectives, and lived experiences. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.