



**DEVELOPMENT MANAGER**  
**AMHERST CINEMA ARTS CENTER, INC.**  
Amherst, Massachusetts [www.amherstcinema.org](http://www.amherstcinema.org)

Amherst Cinema invites experienced professionals with a strong interest in arts and culture to apply for its Development Manager position. This is a senior leadership position that requires a combination of skills to ensure the long-term success of the Cinema. The position oversees all aspects of the Cinema's fundraising campaigns, Membership programs, and serves as the lead user for the CRM system.

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 hours/week), exempt position with a comprehensive benefits package that includes medical, dental, a 403(b) retirement/employer matching plan, and paid holidays, vacation and free movies. Most hours are daytime business hours, Monday – Friday, but occasional evening and weekend hours are required.

**Salary Range:** \$55,000 - 60,000.00 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 but not limited to 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.
- **Relationship and CRM/Data Management.** 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.
- **Grant Writing.** 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.
- **Budget Preparation.** 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.
- Other duties as assigned.

**Qualifications/Skills:**

- Bachelor's degree and/or relevant work experience;
- 3 years of successively responsible experience with fundraising and/or grant writing 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;

- Experience managing and developing CRM systems; Ability to synthesize and analyze data and develop management reports, 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;
- Able to manage multiple tasks/projects;
- Ability to identify business opportunities, optimize growth;
- Ability to anticipate challenges, take initiative and provide solutions, correct negative trends, and adapt to changing business situations and environments;
- Ability to maintain strict confidentiality of sensitive data, records, and conversations;
- 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.
- **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.
- **WORKING CONDITIONS:** Standard office environment.
- **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit, talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is required to stand, and/or walk occasionally. Ability to lift and carry up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.
- **WORK AUTHORIZATION:** United States work authorization required.
- **COVID-19 PRECAUTIONS:** <https://amherstcinema.org/health-safety-precautions>

**To apply, please submit a cover letter and resume to [jobs@amherstcinema.org](mailto:jobs@amherstcinema.org).** Resumes submitted without cover letters will not be considered. Review of applications will begin on February 24, 2023, 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 race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record, handicap (disability), mental illness, sexual harassment, sexual orientation, military status, genetics, and pregnancy or pregnancy related condition.*

**Updated February 15, 2023**