

# **KEITH-ALBEE PERFORMING ARTS CENTER**

## **Associate Director of Development Position Description**

### **POSITION:**

The Associate Director of Development works closely with the Director of Development of the Keith-Albee Performing Arts Center (hereinafter KAPAC), its Board of Directors, and the Executive Director. This position is responsible for developing and writing grant proposals for programming, managing those particular grant applications, and ensuring compliance with grant requirements. The person will also assist the Director of Development with other fundraising campaigns and donor stewardship programs.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

1. Identifies, defines, and develops funding sources to support existing and planned theatre programming – both government and non-government agencies
2. Crafts compelling grant proposals aligning with our designated categories
3. Pursues rapid responses and, optimally, secure approvals shortly after initial submission
4. Manages programming grant applications and ensures compliance with grant requirements
5. Studies and understands the history, structure, objectives, programs and financial needs of the KAPAC
6. Determines funding needs, opportunities, and priorities through regular meetings with organization leadership
7. Places major focus on programming grants for children, seniors, and others that may be economically disadvantaged
8. Responds to internal and external queries on drafted and submitted proposals
9. Maintains positive relationships with fund providers and other stakeholders
10. Assists the Director of Development with regard to other fundraising campaigns and donor stewardship programs as requested
11. Maintains gift/donor appreciation, recognition, and retention programs
12. Establishes and maintains an annual grant calendar, including submission, renewal, and reporting dates and deliverables

13. Maintains a status report for all current grant prospects, pending applications, and completed applications and ensures Director of Development and Executive Director are fully informed
14. Prepares presentations for current and prospective partners using text, graphics, videos and other imagery
15. Assists in formulating management policies and procedures with regard to grant writing
16. Knowledgeable of the laws and regulations impacting grant writing
17. Attends special and signature events
18. Maintains a professional and courteous manner at all times
19. Performs other related duties, as requested or assigned

#### **REPORTS TO:**

KAPAC Director of Development

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must embrace the mission of the KAPAC
- Must have the ability to interact effectively and professionally with KAPAC Board Members, the Executive Director, the Director of Development, and the Director of Building Operations, volunteers, funding source representatives, community leaders, the media, and other individuals who come from diverse backgrounds
- Must have a solid understanding of grant-making processes and reporting requirements as well as the demonstrated proficiency in systems used to track, evaluate, and monitor grants and projects
- Must possess excellent communication skills, with ability to articulate ideas clearly and concisely in written and oral format and to tailor presentations for a range of audiences
- Must possess highly developed writing and copy-editing skills
- Must possess strong customer service and interpersonal skills with the intent to develop and maintain positive relationships
- Must have the ability to handle highly confidential information with discretion
- Must be an organized, self-motivated planner who may work independently or with a team
- Must be able to work on multiple projects simultaneously within limited timeframes

- Must possess strategic and creative thinking with keen attention to detail

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree
- A minimum of three years of experience in grant writing
- Knowledge of MS Office Suite and Adobe Acrobat
- Previous experience in the performing arts preferred
- Alternatives to the above qualifications that the KAPAC Board of Directors finds appropriate and acceptable

#### **SPECIAL REQUIREMENTS:**

- Must successfully pass a pre-employment background check and drug screen, including but not limited to social security verification, education verification, national criminal background checks and other categories relating to the position
- Must have a valid driver's license from the State in which employee resides
- Must have and maintain a safe driving record

#### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Keith-Albee Performing Arts Center, Inc. reserves the right to determine reasonable accommodations.*

Primary functions require sufficient physical ability to work in both an office and/or theatre setting; to stand or sit for prolonged periods of times, to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

## **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The KAPAC reserves the right to determine reasonable accommodation.*

The work environment is indoors, generally in an office setting, which may include shared space and stairs. Normally, within the office setting, there are no extremes in temperature, and the noise level in the work environment is moderately quiet. Lighting includes artificial and natural light. Travel outside the office/physical theatre is required for calling on donors, making public appearances or speaking engagements, or attending conferences, trainings, or meetings, as the need arises.

## **SALARY/BENEFITS:**

Range of \$40,000 to \$45,000 - commensurate with experience and other qualifications

## **DISCLAIMER:**

The above statements are intended only as illustrations to describe the general nature, duties, and level of work that may be performed. The numerical listing of duties and responsibilities does not indicate a priority ranking of importance assigned to said duties. Additionally, they are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**This job description does not constitute an employment contract between the Keith-Albee Performing Arts Center and the employee and is subject to change by the Keith-Albee Performing Arts Center, as the need arises.**

The normal working hours of the Associate Director of Development are:

Monday – Friday      9:00am – 5:00pm

Some evenings or weekends may be necessary for special events.

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Associate Director of Development – Signature      Date

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Board of Directors, President – Signature      Date

KAPAC is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information or physical or mental disabilities that do not hinder performance of essential job tasks. KAPAC is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members.