



The **Arts Alliance of Greater Waynesboro (AAGW)** was established in 2012 and is incorporated as a 501(c)(3) nonprofit. AAGW owns and operates Gallery 50 and a community music space called Music Makers, along with promoting all arts events and businesses in an effort to distinguish Waynesboro as a true arts destination. When AAGW began in 2012, Main Street was lined with empty storefronts. Today, our downtown boasts 13 different arts venues including galleries, artisan and antique stores, ceramic studios, and a music center. Other organizations have joined in our revitalization efforts, and our small town continues to grow.

*Mission: The goal of the organization is to bring together area artists, musicians, arts organizations, businesses, government, and arts lovers to foster better communication and cooperation in support of the arts. It is our belief that a strong arts community is key to improved quality of life and vibrant economic development.*

### Job Posting **Development Manager**

**Build a network of support for the organization, bring your own skills and creative vision to help the organization thrive, and become a part of a vibrant arts community.**

Part time position, up to 30 hours a week. Reports to the Board President or other designated board member. Hourly compensation commensurate with education and experience.

#### **The ideal candidate possesses:**

- Associates Degree (or higher) and/or currently pursuing a degree, or comparable experience working in the arts, nonprofit administration, communications or a related field.
- Prior fundraising and development experience preferred
- Excellent written and verbal communication skills
- Ability to multitask, work accurately, efficiently, and collaboratively on multiple projects
- A close attention to detail
- Strong interpersonal skills, good judgment, and ability to manage and work with a team
- Experience working with volunteers in a not-for-profit organization preferred
- An excitement for networking with community members, businesses, and other nonprofits
- A creative mind and a love for the arts

**Duties and growth opportunities include, but are not limited to:**

- Creates and implements the organization's fundraising sustainability plan
- Makes personal contacts with community members, businesses, and potential sponsors
- Organizes annual fundraising drives (including mailings), develops and leads signature fundraising events
- Manages current grants, writes future grants and final reports, and researches additional funding opportunities
- Reviews and monitors spreadsheet database of current and prospective donors
- Attends monthly board meetings
- Regularly attends AAGW events to represent organization and make connections

**To apply:**

Please submit a letter of application/cover letter, resume, and writing samples if applicable (ex. Grant writing, campaign letters/materials, etc.) to: [aagwhr@artsalliancegw.org](mailto:aagwhr@artsalliancegw.org). Position posting will remain open until filled.