



JOB DESCRIPTION

Title:	Development Officer
Status:	Full time, regular, exempt
Compensation:	\$65,274 annually, medical & dental through Regence
Supervisor:	Managing Director
Application Deadline:	Wednesday, November 15, 2023*

*Applications received after this date will be reviewed on a rolling basis until the position is filled.

ABOUT ARTSWEST

ArtsWest's mission is to produce artistic events that provoke conversation, incite the imagination, and use live theater as a powerful agent of change. ArtsWest values all employees not just for their staff roles, but for all that makes them who they are. We recognize that identity contains multitudes and is fluid, intersectional, and of vital importance.

Whether an employee fulfills an administrative, creative, or public-facing role, we consider our entire team to be artists in their own right. We are a small, but nimble team that allows for collaboration and much self-directed work.

We seek to find individuals dedicated to the mission of this organization, who embrace anti-racist and anti-oppressive values, and who understand the privilege and responsibility that we have as theater producers. As an organization we hold dear our people and conduct ourselves accordingly, centering relational work over transactional processes.

ABOUT THE POSITION

The Development Officer fills a critical role in ArtsWest's ecosystem. The person in this position is the primary driver of contributed revenue. Their organizational purpose is to secure contributions through a comprehensive and well-executed development plan that not only ensures a strong pipeline of donations but treats every donor and their gift with the utmost care and consideration. The Development Officer reports directly to the Managing Director, but also works closely with the Communications Manager, Operations Manager, and Artistic Director.

ESSENTIAL FUNCTIONS

Development Strategy

- In collaboration with the Managing Director, develop and execute year-round fundraising strategy.
- Secure financial support from individuals, foundations, government, and corporations and track communications and revenue accordingly to meet budgeted goals.
- With support from the Operations Manager, track donations in our CRM (Patron Manager) and recognize donors in a timely manner.
- Research new donor prospects and guide donors through a giving pipeline. Establish and maintain in-person relationships with major donors.
- Build and execute giving campaign and other ancillary campaigns to support the development strategy.

Events

- In collaboration with our long-time event planning partners and ArtsWest staff, lead the planning process for the annual gala-including procurement, committee work, volunteer oversight, on-site leadership, accurate entry, tracking/reporting of all donations, and auction fulfillment.
- Plan and implement events for fundraising, recognition, stewardship, and cultivation.

Grant Writing/Reporting

- In collaboration with the Communications Manager to ensure one voice, write and submit program sponsorship, operating, and capital support grant proposals.
- Track reporting requirements and create reports/evaluations as required for all foundation, agency, and corporate awards. Research new grant opportunities and attend workshops and training to support grant work.

Other

- ArtsWest is a small but nimble staff. There are times when staff are called upon to cross-support. It is expected that the Development Officer will assist when necessary and be part of a strong, committed team.
- Guide and support the ArtsWest Board in their fundraising and cultivation efforts. Support committees as needed and attend meetings as necessary.
- Work closely with the Communications Manager, Artistic Director, and Managing Director to ensure that marketing and fundraising strategies are aligned.
- Attend local and regional development-related meetings and events as an ArtsWest representative.

QUALIFICATIONS

Essential

- Ability to meet the essential functions of the role.
- Five years in nonprofit fundraising or comparable experience.
- Excellent organizational, communication, and customer service skills.
- Computer proficiency including Microsoft 365 and CRM software.
- Ability to manage multiple projects while meeting deadlines.
- Ability to work independently and as part of a team.

Desired

- Proficiency with PatronManager (Salesforce).
- Experience planning and executing small and large-scale events.
- A background in the arts, particularly theater.

LOCATION

ArtsWest is located at 4711 California Ave. SW in the heart of West Seattle's Alaska Junction. There is paid parking behind the building, with free parking available on residential streets within 4 blocks west and south of the theater. King County Metro has a stop for the C Line on the same block as the building.

BENEFITS

Medical & Dental through Regence

Complimentary Tickets

Time off: 12 paid holidays, 4 personal days, 15 days paid time off in the first 3 years of employment.

Average 40-hour work week Monday-Friday 10am – 6pm with occasional nights and weekends.

APPLICATION DETAILS AND DEADLINE

To apply, please submit in PDF format a cover letter that outlines how your related experience and skills qualifies you for the position and your resume to resumes@artswest.org. Applications will be reviewed after the posting closes and on a rolling basis until the position is filled with priority review given to those who submit before the closing date noted above. Interviews will be scheduled for late November with a start date to be mutually agreed upon shortly after.

As a historically white-led organization, ArtsWest is committed to operating as an anti-racist institution. You can [read more about our anti-racist commitments here](#).

Our policies regarding hiring and employment at ArtsWest are designed to make it clear on all levels of the organization that we honor and value lived experience and the truths of human beings and the energies and talents they bring to their work. A broad range of lived experience is welcomed. We invite those whose goal is to create an environment of abundant and creative space, especially for those whose intersecting identities and voices have been historically excluded, marginalized, or erased.

For more information on our mission, values, hiring practices, production practices and more, please visit <https://www.artswest.org/about/work-with-us/>.