



## JOB DESCRIPTION

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**Title:** Development Officer  
**Status:** Full-Time and Exempt  
**Supervisor:** Managing Director

**Job Position Summary:** The Development Officer fills a critical role, as this position is the primary driver of contributed revenue for the organization. Their goal 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 donations with the upmost care and consideration. The Development Officer reports directly to the Managing Director, but also works closely with the Marketing Manager and Artistic Director.

**Development Strategy:** With the Managing Director, develop an annual and comprehensive development strategy. Take a leadership role in executing the plan and securing financial support from individuals, foundations, government, and corporations – which includes being on top of pledges and entering donations into tracking software so that funds are received. Detail work is essential. Research new donor prospects and guide donors through a giving pipeline. Establish and maintain in-person relationships with major donors. Execute all donor acknowledgement, recognition, and benefit fulfillment. Provide the Board and Managing Director with a summary of our donor matrix.

**GALA Event:** An event planner is responsible for the logistical work for our GALA Event. The Development Officer will ensure that there is strong donor attendance, will assist with GALA sponsorships, and will assist as the liaison between live auction donors and the fulfillment of their experience based items. They will be onsite to ensure great care of our donors.

**Board Support:** Inspire, guide and support the ArtsWest Board in their fundraising and cultivation efforts. Support the Community Committee as needed and attend other committee meetings as necessary.

**Grant Writing/Reporting:** Write and submit program sponsorship, operating and capital support grant proposals. The Devo Officer will determine and then write the grants in consultation with the Marketing Manager to ensure one voice for ArtsWest. 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.

**Establishing/Maintaining a Donor Culture:** Assist the Managing Director and Board in determining and planning donor retention and recruitment events. The Development Officer is the primary coordinator in execution of these events. This can require evening and weekend commitments.

**Fund Campaigns:** Build and execute an annual individual giving campaign and other ancillary campaigns to support the development strategy.

**Communications:** Work closely with the Marketing Manager, Artistic Director and Managing Director to assure that marketing and fundraising strategies are aligned. Attend local and regional development-related meetings and events as an ArtsWest representative.

Other Duties: As 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.

Qualifications:

- Bachelor's degree and three years' fundraising experience or equivalent. Experience in theatre preferred.
- Proven track record in fundraising from foundations, corporations, government, and individuals.
- Experience in working on and/or developing a planned giving program a plus.
- Excellent interpersonal, oral, and written communications skills. Must feel comfortable in direct fund asks and enjoy fostering in-person relationships.
- Extremely detail focused with excellent follow-through.
- Must be highly organized, able to manage multiple projects simultaneously and work independently. Must also be able to work collaboratively in a team, open-office setting.
- Proficient with MS Office and Excel. Experience using Patron Manager, Greater Giving or equivalent customer relationship management software a plus.
- Proven ability to maintain a positive and professional work environment with staff, board, and the public.
- A passion for theatre, visual art and a willingness to embrace all that is non-profit development.

How to apply:

Submit cover letter and resume to Managing Director - Laura Lee - [laural@artswest.org](mailto:laural@artswest.org). Applications will be accepted until the position is filled.