

# Development Manager

Kirkland, WA • Starting immediately

<b>Time Commitment:</b>	Full Time, Exempt
<b>Type:</b>	Regular
<b>Level:</b>	Mid-level
<b>Location:</b>	On-site
<b>Pay:</b>	\$57,000-\$62,000 DOE
<b>Reports to:</b>	Executive Director
<b>Supervises:</b>	Development & Events Specialist

## About Kirkland Arts Center

Kirkland Arts Center (KAC) is a regionally recognized non-profit arts organization that promotes art and art education to ignite individual growth and self-expression, build community, and cultivate cultural vibrancy.

## Position Summary

Kirkland Arts Center seeks a Development Manager to join our welcoming nonprofit community and contribute to a vibrant, arts-minded culture on the Eastside. For over 60 years, KAC has served Kirkland and the Eastside and now offers a wide array of visual arts classes and contemporary art exhibitions, all within the historic landmark Peter Kirk Building. This is a unique opportunity to grow a comprehensive development program for a candidate with both a strategic vision and the skills to execute that vision.

Under the supervision of the Executive Director, the Development Manager will lead all of KAC's fundraising efforts, including: individual gifts, major gifts, private and public grants, corporate donations, and special events. This role partners closely with our Executive Director to ensure the long-term financial sustainability of the organization. The Development Manager is a key member of the management team with supervisory responsibility over the Development & Events Specialist (to be hired).

The Development Manager should be committed to ensuring KAC's mission is carried out in an inclusive, responsible, and ethical way, and is expected to contribute significantly to fostering a diverse culture of transparency, inclusivity, curiosity, and collaboration.

## DUTIES & RESPONSIBILITIES

### General Leadership & Management - 60%

- Serve as a key thought partner to the Executive Director and other members of the Executive Team especially on fundraising, communications, membership, volunteers, and events.

- Serve as the hub for KAC fundraising, leveraging the talent, expertise, and energy of staff and members and fostering a culture of philanthropy.
- Work with and provide training for KAC's Board and senior leadership team to enhance fundraising activities, an overall culture of philanthropy, and to solicit and close gifts.
- Collaborate with the Executive Director and Marketing and Communications Manager to devise a robust annual communications strategy to drive investment and improve local reputation and visibility.
- Participate in meetings, organizational functions, partner events, and community events necessary to perform job responsibilities and/or to represent KAC
- Ensure the ethical and appropriate financial administration of contributed income, including overseeing donor and prospect records, gift processing and donor stewardship functions.
- Ensure consistent data collection and entry into database by compiling, analyzing, and reporting development data
- Supervise the Development & Events Specialist and/or other Development staff.
- Other related assignments at the direction of the Executive Director.

#### **Fund Development - 40%**

- Collaborate with the Executive Director and the Board's Development Committee to prepare and execute an annual Development Plan that articulates an overall vision and strategy for raising required funds from three categories – individual donors, corporate sponsors, and grants/contracts.
- Develop Donor Stewardship Plan, Sponsorship Levels, and other donor-driven plans and spearhead the fundraising strategy that is planned around individual, corporation, foundation giving.
- Work with our contract Grant Writer to oversee KAC's grant proposals.
- Facilitate cross-team collaboration and coordinate with the Education and Gallery teams to gather and analyze data needed for grant reporting.
- Solicit corporate sponsorships and steward relationships with corporate partners.
- Create and manage annual Development / Contributed Revenue budget.
- Oversee the work of the Development & Events Specialist including maintenance of donor records, donor communications, event list management, and event production processes.
- Work with the Development & Event Specialist to organize and oversee all fundraising and cultivation events including annual gala, president's cocktail, end of summer block party, and monthly donor events.

## **Our Ideal Candidate**

We are seeking an individual with a passion for the arts, a demonstrated commitment to Diversity, Equity, and Inclusion, and a strong desire to grow within this critical role.

**Kirkland Arts needs people who value a growth mentality**— who are willing to do things differently, to test things out, and to fail and try again. We hope to find a collaborative leader who is curious and can lead people with empathy, while being vulnerable and authentic. The

Development Manager will also consistently demonstrate our shared values of trust, transparency, recognition, integrity, and cross-cultural respect and sensitivity.

Given the nature of the work Kirkland Arts Center takes on, and the demands associated with a mixed remote and in-person model, the new Development Manager will need to be a nimble and creative leader who models compassion, patience, strong interpersonal skills, and a sense of humor.

**Specifically, we are looking for:**

- **5-8 years of progressive fundraising/development experience** with a proven fundraising track record that includes experience like managing foundation relations, annual funds, corporate giving, online and traditional direct response appeals, individual donor cultivation, and/or special events.
- Previous **experience in creating systems** and building infrastructure needed for fundraising success.
- **Outstanding interpersonal skills** and an ability to develop trust and maintain deep relationships with a variety of diverse students, partners, and community members.
- **Strong project management skills**, including the ability to plan out campaigns, create and meet deadlines, manage complex schedules, communicate through challenges, and stay highly organized with competing priorities and information. Operates with thoughtfulness around accomplishing goals.
- **Positive and enthusiastic style** with the experience to help maintain a strong and diverse team, motivate others, retain staff and help individuals thrive.
- **A collaborative approach to problem-solving, including the ability** to pivot to meet immediate needs, or address unforeseen needs, as they arise.
- **A persistent commitment to communication** in the face of challenges.
- **Technical confidence**, including proficiency with Google Workspace (Sheets, Documents, Forms, Calendar, and Gmail) and a willingness to successfully learn new programs and systems as well as troubleshoot.
- Driver's license and the ability to travel locally to attend events and meet with donors and other partners is required.

**The strongest candidates will have:**

- Direct experience within the arts community, which can be in a combination of volunteer, academic, or professional capacity, with enthusiasm about advocating the importance of the arts to our communities.
- Proficiency in donor management software such as Little Green Light and/or fundraising software such as Greater Giving or GiveSmart.

## What you Will Accomplish

**During the first month you will:**

- Deeply learn how to articulate Kirkland Arts' mission, strategic goals, and programs.
- Work with our outgoing Interim Director to review and understand our fundraising calendar, past fundraising outcomes, and current open projects and goals.
- Familiarize yourself with our systems, including Google Workspace and Little Green Light.

- Meet with staff, board members, key major donors, and selected community partners.
- Attend your first board meeting.

**After your first 3 months, you will have:**

- Initiated planning for our 2023 Spring Gala in collaboration with our Events committee and Executive Director.
- Met with several key stakeholders and donors to learn more about the organization and its role in the community.
- Hired a Development & Events Specialist
- Built positive relationships with our board, staff, and core supporters.
- Taken an art class at our facility!

## Hours, Location & Conditions

Kirkland Arts Center is based in Kirkland, Washington. Our team works in the historic Peter Kirk Building. The Development Manager is required to work primarily onsite, with some flexibility.

**Weekly hours:** 40

**Compensation:** \$57,000-\$62,000 per year, depending on experience

**Benefits:** Kirkland Arts Center benefits include: medical and dental insurance, generous PTO, one free art course per quarter (\$2000 value), free parking, and relevant professional training.

## Application Instructions:

KAC is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our staff, students, and governing institutions. Candidates with diverse backgrounds, such as those who identify as Black, Indigenous, Persons of Color and/or LGBTQ+, are encouraged to apply.

Interested candidates should submit a cover letter and resume to:

**employment@kirklandartscenter.org** with **subject line: Development Manager**

Open until the position is filled.

First review on **Sept. 2, 2022**