



Title: Director of Development
Reports to: Rebecca Hoogs, Executive Director
Job Type: Full time, Exempt
Salary Range: \$120,000 - \$140,000/year plus benefits

Mission:

Seattle Arts & Lectures (SAL) cultivates transformative experiences through story and language with readers and writers of all generations.

We invite you to join our fun, book-loving team of 15 to fulfill the mission of SAL as our Director of Development. SAL offers thoughtfully curated experiences through programs that are intergenerational in nature, bolstering both emerging and established literary artists, and inviting change and new perspectives in our audience. We believe these activities are essential to continuously and courageously revitalize equity, justice, and belonging. Our work both internally and externally is guided by our core values: belonging, racial equity, transparency and trust, curiosity, and joy.

SAL Program Overview:

SAL fulfills its mission through educational, public, and community programming, in-person and online. Our public literary events bring the most talented and thought-provoking writers of our times to speak about and read their work. Our free Summer Book Bingo program (co-presented with The Seattle Public Library and the King County Library System) inspires our community to reconnect with the joy of reading through a series of fun challenges. Our youth programs include Writers in the Schools (WITS) and the Seattle Youth Poetry Fellowship (YPF) program. WITS places local, professional writers in public school classroom residencies to inspire K-12 students to tell their stories as they develop lifelong writing skills. YPF elevates the powerful voices of local youth poets committed to community engagement, education, and equity in our region.

Inclusion, Diversity, Equity, & Access:

All staff actively participate in SAL's ongoing efforts to become an anti-racist organization and embody an organizational culture that supports and reinforces our inclusion, diversity, equity & access goals. Our 2020-25 Strategic Plan and SAL's Equity Accountability Reports are available on the SAL website under "About." This commitment and understanding should be demonstrated throughout the performance of the Development Director responsibilities and staff activities.

Position Overview:

Seattle Arts & Lectures is looking for an exceptional individual to join our team as Director of Development. SAL is coming off of several years of incredible growth and momentum and is on the cusp of launching a new strategic plan for the next 3-5 years. The Director of Development is responsible for providing leadership, strategy, planning, and guidance for the comprehensive fundraising efforts and day-to-day management for all development-related programs. The Director of Development also serves as a key member of the Leadership Team, providing thoughtful strategic and operational leadership. The Director of Development is responsible for designing, implementing, and

overseeing fundraising strategy inclusive of individual, foundation, corporate, and planned giving support, as well as specific campaigns, programs, events, and major gifts efforts. Must have demonstrated experience with frontline fundraising, specifically related to cultivating and soliciting high-net-worth individuals; strategies around the cultivating and strengthening of institutional partnerships' and creatively expanding sources of support. Our development team will meet or exceed a fundraising goal of \$2.2M in contributed income this year. This is a senior position and will work closely with the Executive Director, the Development Committee, and Board of Directors. The Director of Development will lead a team of three full-time staff and one part-time staff.

The Development Director must be a big-picture strategic thinker, an intuitive relationship builder, and a problem solver with a keen eye for details. They will demonstrate exceptional judgment and integrity, and a passion for SAL's mission.

Responsibilities:

Organizational Leadership

- Serve as a contributing member of the Leadership Team. Share responsibility for the day-to-day management of Seattle Arts & Lectures, including managing a large portfolio of key external relationships, participating in significant management decisions, and acting as an organizational representative and spokesperson.
- In concert with the Executive Director, take responsibility for contributed income.

Lead and Manage Fundraising

- Build, monitor, and implement a yearly strategic development plan with metrics to meet the goals of SAL. Revise plan as necessary to meet development goals.
- Own a portfolio of at least 75+ major gifts donors and prospects to achieve annual goals; oversee portfolio management in general.
- Provide robust vision and strategy for the annual fund, including major gifts strategy and activity. Work in collaboration with development staff, ED, Board, and volunteers on high-level prospect visits, briefings, and solicitations.
- Set strategy for cultivation events, annual fundraising events, donor stewardship events, including but not limited to the SAL Gala, WITS fundraising luncheon, sponsor receptions, post-event gatherings, and special events.
- Work with the ED, Board of Directors, Development staff, and Development Committee to identify and cultivate new donors, as well as maintain and improve donor relations at each level of giving and within each giving category (foundation, corporate, individual, planned).
- Direct effective grant-writing plans for foundation and government sources and oversee the preparation of timely and appropriate grant reports and other correspondence to ensure excellent foundation relations.
- Develop corporate support plans. Generate targeted, effective corporate support prospects and proposals. Manage relations with corporate supporters.

- Lead and/or attend the following committees: Board of Directors, Finance Committee, Development Committee, Gala Committee.
- Further develop and institutionalize a planned giving program.
- Represent SAL as a community leader and ambassador.
- Work with Finance on reconciliation, audit, and forecasting.

Lead and Manage Development Team

- Lead staff of (3) full time (Stewardship Manager, Development Events Manager, and Corporate & Foundation Relations Manager) and a part-time Development Coordinator. Lead professional development efforts, contributing to aligned goals and work plans, coach performance, and provide necessary support for individual performance and an effective team.
- Ensure accountability amongst staff to achieve contributed revenue goals and manage budgeted expenses.
- Work with the team to ensure the best fundraising principles, practices, and procedures.
- Oversee and assess database technology including related policies and procedures.

Diverse Workforce statement:

SAL values a diverse workforce and an inclusive culture in all areas of our work and culture. SAL is an equal opportunity employer. We recognize that opportunities in the arts have historically excluded and continue to disproportionately exclude Black and Indigenous people, people of color, people from working class backgrounds, people with disabilities, and LGBTQIA+ people. We strongly encourage individuals with these identities to apply. Strong candidates will bring a diverse set of skills, characteristics, and experiences, both professional and lived. SAL focuses on a holistic view of potential candidates and understanding that no single candidate will offer every desired skill and characteristic. The following offers an aspirational view of the ideal candidate profile, and we encourage applications from candidates with a wide range of experiences and backgrounds.

Minimum Qualifications:

- 5-10 years of progressive experience in fundraising including, but not limited to, institutional giving for nonprofit organizations with a proven track record of meeting and exceeding fund development goals of at least \$2M or more.
- Experience in building, managing, and coaching a team, as well as contributing to a collaborative organizational culture.

Desired Qualifications:

- Demonstrated success developing and growing individual donor programs and closing five- and six-figure major gifts (cultivation through solicitation through stewardship); knowledge of planned giving programs and event planning.
- Experience partnering with funding agencies of the government and giving offices within corporations and foundations.
- Experience and proficiency with Mac, Microsoft suite, project management, donor research tools, social media, and CRM databases. PatronManager experience preferred.

- Outstanding interpersonal, communication, and written skills, including effectiveness in public speaking.
- Superior organizational and time management skills, with a successful track record of setting priorities in a fast-moving environment.
- Strong knowledge of fundraising principles and current trends, financial fluency, and budgeting practice.
- Knowledge of and/or connection to local, regional and national funders, especially in the arts and youth education sectors.
- Experience with endowments, capital campaigns, or comprehensive campaigns a plus.
- CRFM or CFRE a plus.

Additional Considerations:

- Valid driver's license and access to an automobile for driving to off-site events and donor meetings.
- This is an event-driven position. Evening and weekend hours are required. Applicants must have the ability to travel within and around Seattle on a daily basis for donor meetings and events.
- This is an on-location position in Seattle. We are, unfortunately, not able to provide relocation assistance for this position.

Benefits overview:

- Generous paid time off, including 20 vacation days/year starting your second year (15 days in year one), as well as wellness time, 3 personal days, and holidays.
- 100% of medical, vision, and dental insurance. Long-term disability, and group life insurance is also covered, including an Employee Assistance Program.
- 403(b) retirement plan with a 3% gross salary contribution funded by SAL and an optional employee pre-tax distribution available.
- Flex time as appropriate.
- Support and budget for professional development and growth

Application Instructions:

- Send a resume and cover letter that tells us why this position is a good fit.
- Submit applications electronically in one PDF document to salhr@lectures.org. The email subject line should be "Director of Development."
- Open until filled. For best consideration, please submit no later than **August 18**.
- **Please Note: Resumes submitted without a cover letter will not be considered.**
- Contact Information for inquiries related to this position (email preferred):

Hendri Wa
Administrative Associate
salhr@lectures.org
(206)621-2230 ext. 26