



**Title:** Development Associate  
**Reports to:** Development Director  
**Job Type:** Full-Time  
**Salary Range:** \$60,000 to \$62,000

**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 18 to fulfill the mission of SAL as our Development Associate. 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: joy, equity, curiosity, community, and accessibility.**

**Organizational Overview:**

SAL champions the literary arts by engaging and inspiring readers and writers of all generations in the greater Puget Sound region. Through public literary events, arts education programs, and community partnerships, SAL brings people together around the power of words and ideas. Since launching our first season in 1988, we have brought leading writers and thinkers to Seattle while investing deeply in the region’s literary community. Through our Public Programs and Arts Education Programs, we connect readers, writers, youth, families, and educators with the power of storytelling. Each year, over 33,000 audience members and 6,000 students participate in programs designed to inspire curiosity, creativity, and connection.

**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. 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 Associate responsibilities and staff activities.

**Position Overview:**

Seattle Arts & Lectures (SAL) seeks a highly organized and detail-oriented Development Associate to support the organization’s fundraising, communications, and events efforts. This role is integral to maintaining strong donor relationships, ensuring accurate data tracking, and supporting the execution of SAL’s major fundraising events and campaigns. The ideal candidate is a proactive self-starter with strong administrative skills, an interest in nonprofit development, and a commitment to SAL’s mission and values.

**Responsibilities:**

***Fundraising Operations & Administrative Support (40%)***

- Maintain accurate and up-to-date donor and funder records in Patron Manager and related systems, ensuring proper tracking of donations, grants, and prospect activity.

- Generate reports on donors, prospects, and pledges for Development and Finance teams using PatronManager, Greater Giving, and other platforms.
- Track and document donor engagement and institutional partnerships, including program participation data.
- Manage and update grant tracking systems, including timelines for letters of inquiry, proposals, and reporting deadlines.
- Coordinate calendars and reminders for fundraising activities, deadlines, and reporting requirements.
- Assist in drafting, preparing, and distributing donor communications, including impact reports.
- Collaborate with the Finance team to process and reconcile gifts, including restricted and unrestricted funds and pledge tracking.
- Maintain Development and Communications calendars and support general administrative needs, including ordering supplies and materials.

### ***Event Coordination & Support (40%)***

- Support planning and execution of SAL fundraising events, including the WITS Luncheon and SAL Gala.
- Coordinate with internal teams, external event planners, venues, and vendors to manage logistics and timelines.
- Track sponsorships, ticket sales, and event-related data; assist with volunteer coordination and documentation of event plans.
- Maintain accurate RSVP, registration, and attendee records.
- Oversee event preparation logistics, including supply ordering, packing, and shipping of materials.
- Assist with post-event reconciliation and follow-up, including reporting, donor stewardship, and fulfillment of sponsorship benefits.
- Attend select SAL pre-event receptions and provide on-site support to Development staff, ensuring smooth coordination and execution.

### ***Communications Support (20%)***

- Collaborate on the planning and execution of email campaigns and digital donor communications.
- Assist with content creation and formatting using tools such as Mailchimp, Paperless Post, and Canva.
- Provide logistical support for social media and email campaigns, ensuring timely and accurate distribution of content.
- Keep the Development pages of the website updated with current links, logos, languages, and donors.

### **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:**

- Minimum of two years of professional experience in administrative, operations, or nonprofit support roles. Experience working with CRM databases.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office, Google Workspace and file-sharing tools (e.g., Dropbox).

**Desired Qualifications:**

- Deep commitment to equity, inclusion, and anti-racism.
- Prior experience in a nonprofit development or fundraising environment.
- Familiarity or experience with PatronManager/Salesforce a plus.
- Experience with social media marketing and digital tools such as Canva, Mailchimp, and Adobe Creative Suite. Exceptional organizational skills and attention to detail, with strong follow-through.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Ability to handle confidential information with discretion and sound judgment.
- Ability to work both independently and collaboratively with staff, volunteers, and external partners.

**Additional Considerations:**

- Evening/weekend hours required (typically 3 to 5 times per month, September to June).
- This is a hybrid position based in Seattle, WA, with an expectation of working in the office a minimum of three days per week.
- Relocation assistance is not provided 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.
- Hybrid/remote schedule: During a three-month orientation/probation period, you will be required to be in the office for 3-4 days a week. After that period, this position is expected to work in-office at least 3 days per week, schedule permitting.
- 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](mailto:salhr@lectures.org). The email subject line should be "Development Associate"
- Open until filled. For best consideration, please submit no later than **May 26, 2026**.
- **Please Note: Resumes submitted without a cover letter will not be considered.**

**Contact:**

- Contact Information for inquiries related to this position (email preferred):  
Hendri Wa, Administrative Associate  
Email: [salhr@lectures.org](mailto:salhr@lectures.org),  
Phone: (206) 621-2230 ext. 26