



Title: Event & Corporate Giving Manager

Reports to: Development Director

Full time, Exempt

Organization Overview: Since 1987, Seattle Arts & Lectures (SAL) has championed the literary arts by inspiring and engaging readers and writers of all generations in the greater Puget Sound region. We provide children and adults with opportunities to meet writers and cultural thinkers; to read and reflect upon novels, poems, and other literary works; to encounter new ideas and artistic creations; to develop their own writing; and to engage in meaningful and open discussions about literature, culture, and society. We believe these activities are essential to the development of a more creative, thoughtful, and democratic society. SAL fulfills its mission through our Youth Programs, which include Writers in the Schools and the Seattle Youth Poet Laureate programs, and our public programs, which include our Literary Arts Series, Poetry Series, Women You Need to Know Series, Journalism Series, Hinge, SAL Presents, and Summer Book Bingo.

At SAL we value a diverse workforce and an inclusive culture. We are committed to equity, diversity, and inclusion in all areas of our work and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We strongly encourage applications from members of underrepresented groups.

Position Overview:

To support SAL's annual development plan, strategic objectives, and revenue goals, SAL is looking for a people-centered, mission-driven, goal-motivated development professional to be our Event & Corporate Giving Manager, a new role at SAL. They will plan and execute all SAL events designed to support the cultivation, engagement, and retention of SAL donors, partners and volunteers, including SAL's annual spring gala and auction, a fall WITS luncheon, the annual Friends of SAL celebration, SAL's annual Season Reveal, SAL author receptions & dinners, and other donor cultivation and stewardship events throughout the year. They are also responsible for the cultivation, stewardship, and growth of corporate giving to support SAL's mission, programs, and goals.

RESPONSIBILITIES

Development Events (60%)

- In partnership with the SAL team, conceptualize, plan, and execute all aspects of SAL events that are focused on the cultivation, engagement, and retention of SAL supporters.
- Develop and manage all event timeline & production schedules to meet deadlines.
- Maintain a comprehensive calendar of SAL development events.
- Work with the SAL marketing & communications team to develop and execute all event and corporate sponsor communications strategies.
- In coordination with the SAL team, recruit, motivate, and manage fundraising event volunteers
- Cultivate positive relationships with all vendors, attendees, donors, sponsors, program participants, board members, event committee members, and other volunteers.
- Manage event budgets to ensure income and expense goals are met for each event.
- Manage all event logistical details, including venue and catering, targeted invitations and follow-ups, committee support, volunteer assignments; donor, sponsor and partner outreach;

table captain outreach; auction procurement; general pre-production details; day-of event management, and acknowledgement of all contributors and supporters.

- Manage the execution of auction experiences sold at Words Matter.
- Create post-event reports for the SAL staff and board to assess the events' effectiveness, track progress toward our revenue goals, and inform future planning.
- Use SAL's CRM database to manage funder and donor relationships.

Corporate Giving (30%)

- In partnership with SAL's Leadership Team identify, cultivate, and coordinate the solicitation of corporate funding.
- Develop highly competitive proposals and benefits packages for corporate prospects, and manage proposal deadlines and submissions.
- Secure and participate in corporate partner solicitation meetings.
- Maintain high-quality stewardship process for active corporate prospects and donors. Ensure that sponsorship benefits and reporting requirements are met to sustain successful partnerships.
- Manage all corporate giving logistics and processes, including tracking secured and pending funding; drafting and securing signed sponsorship agreements; securing logos; and tracking sponsor benefit fulfillment, acknowledgement, and payment in coordination with the SAL development, finance, and program teams.

Other (10%)

- Participate in creating SAL's annual development budget and fund development plan.
- In collaboration with the SAL team, recruit and manage development volunteers.
- Participate in and support SAL development events, public programs, and WITS programming by attending and helping to staff events, participating in on-site school visits, and supporting all collaborative organizational projects and efforts.
- Participate in SAL's ongoing diversity, equity, and inclusion efforts, trainings, and activities.

Desired Qualifications:

- A passion for SAL's mission and programs.
- A commitment to racial equity and social justice.
- Minimum three years of successful experience in a leadership role with non-profit fundraising events.
- Experience working with CRM databases, particularly PatronManager or another Salesforce-based system.
- Ability to work independently and as a member of a dynamic, creative, highly collaborative team in a fast-paced, open-office environment.
- Strong attention to detail with excellent follow-through.
- Demonstrated ability to manage multiple projects with competing deadlines.
- Outstanding written and oral communication skills.
- Exceptional interpersonal/relationship-building skills and a commitment to protecting confidential information.

- Flexible and curious with a sense of humor and calm under pressure.
- Working knowledge of Microsoft Office Suite required; comfort with Mac OS and Adobe product suite a plus.

Additional Considerations:

- Able to navigate stairs to access the SAL office.
- Evening/weekend hours required (typically 3 to 5 times per month, September to June).
- Openness to a dog-friendly work space.

Compensation & Benefits:

This is a 40 hours/week full-time exempt position. Salary range is \$48,000-\$54,000 per year (commensurate with experience and qualifications) with a benefits package, including:

- generous paid time off, including 20 vacation days/year starting your second year (15 days in year one) as well as sick, personal, and holidays;
- 100% of medical, vision, and dental insurance, long-term disability, and group life insurance covered;
- 403(b) retirement plan pre-tax distribution with a 3% match funded by SAL;
- flex time as appropriate;
- support and budget for professional development and growth.

Hiring Process & Timeline:

- We will begin scheduling phone interviews in early September.
- We will begin in-person, one-hour interviews in mid-September.
- Finalists will be invited to a second-round, two-hour interview (comprised of several shorter interviews with different teams), and we will make an offer shortly thereafter.
- Ideally, the selected candidate will start in mid-October.

To Apply:

- Send a resume and cover letter that tells us why you would be a good fit for this position.
- Submit applications electronically in one PDF document to salhr@lectures.org. The email subject line should be "Event & Corporate Giving Manager," and please include your last name in the file name of your attachment.
- Open until filled. For best consideration, please submit no later than September 3, 2019.

Contact Information for inquiries related to this position (email preferred):

Amanda Carrubba

Finance & Operations Director

salhr@lectures.org

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