



Behnke Center for Contemporary Performance

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Development Manager

On the Boards

Job Description

On the Boards is looking for a Development Manager to join our fundraising and external relations team. They will work closely with the Director of External Relations, Executive Director and Artistic Director, and the Board of Directors in all fundraising endeavors. The Development Manager will support the creation, management, and execution of all resource development activities and events. They will work collaboratively to build a strong and diverse donor base to support all of On the Boards' artist-centered performances and programs.

On the Boards' external relations department is committed to building a fundraising program that is rooted in equity and offers a broad range of opportunities for participation and donor engagement. The Development Manager should be passionate about re-thinking fundraising and building a more community centric model. To learn more about this please check out: communitycentricfundraising.org.

General Information:

Status: Full-time, exempt

Reports to: Director of External Relations, collaborates with Audience and Membership Engagement Manager, Communications and Digital Media Manager

Compensation: \$41,000-\$43,000

Key Responsibilities:

Database & Project Management Administration

- Maintain donor data organization via PatronManager, reconcile with Finance Manager, code and process financial and in-kind donations and maintain all individual and institutional donor records
- Track donor and patron communications and interactions with Development events via PatronManager
- Stay engaged with ongoing education of PatronManager tools, procedures and updates
- Implementation of engagement strategy within the PatronManager system

Individual Donors

- Play an active role in annual fundraising and donor stewardship with strategies that include individual solicitation, online giving, and campaigns like GiveBIG, direct mail, and donor recognition activities.
- Work with Director of External Relations to build the donor base and refine the prospect pipeline for major gift cultivation.

Corporate, Foundation and Government Grants

- Calendar and project management of all grants from letter of inquiry through reporting process
- Support the researching/prospecting of new and existing potential grants
- Identify, solicit, and acknowledge sponsors for in-kind goods and services
- Work with the Executive Director, Artistic Director, and Director of External Relations to proofread, finalize, and submit grants and grant reports. *Note: the Development Manager is a part of the grantwriting and submission process but is not expected to be the organization's lead grant writer*

Special Events

- Serve as a coordinator for the planning and implementation of all special events in collaboration with the Director of External Relations
- Organize volunteers for development events and fundraisers
- Track expenses and strategize new ways to minimize cost of expenses

Board Engagement

- Prepare Fundraising Reports for monthly board meetings
- Occasional attendance at board meetings, and relevant board committee meetings

Other

- Ability to work flexible hours as necessary to attend board meetings, donor cultivation and special events.
- Passion for developing fundraising practices that are grounded in equity and social justice

Qualifications:

- Two years fund development experience preferred
- Interest in contemporary performance and in the mission of On the Boards
- A passion for racial and economic justice
- Excellent interpersonal and written communication skills, ability to inspire and motivate staff, board, and volunteers.
- Outstanding organizational skills and attention to detail and strong project management skills
- Passion for connecting with people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Proficiency with CRM nonprofit software (PatronManager), donor databases, and other fundraising technology
- Comfortability and ease with social media.

Organization Description

On the Boards is a 40-year-old arts organization located in Seattle, Washington. The organization owns and operates the Behnke Center for Contemporary Performance, located in Seattle's Lower Queen Anne neighborhood. The facility includes multiple art and performances

spaces, including the 300-seat Merrill Wright Theater, a flexible Studio Theater, and four rented retail spaces.

OtB has repeatedly been the first art center in our region to introduce audiences to the world's most forward-thinking artists like Spalding Gray, Bebe Miller, Phillippe Quesne, The Wooster Group, Reggie Watts, Gisele Vienne, David Byrne, Laurie Anderson, Pat Graney, Crystal Pite, zoe | juniper, Anne Teresa De Keersmaeker, Dayna Hanson, and Dani Tirrell. This extraordinary roster of artists, among many others have played a vital role in On the Boards' history, and its reputation in the field as one of the best places in the country to develop, perform, and view contemporary performance.

On the Boards operates with a \$1.3 million budget and a staff of 12. Our programming includes regional and international commissions and performance presentations, in addition to new initiatives that center a diversity of artists and ideas. We also run OntheBoards.tv, an online publishing platform for ground-breaking artistic projects and contemporary performances and is used in all 50 states, 157 countries, and by thousands of students at over 125 universities worldwide.

On the Boards has a well-earned reputation for hitting above its weight.

Organization Mission and Values

On the Boards invests in leading contemporary performing artists near and far, and connects them to a diverse range of communities interested in forward-thinking art and ideas.

We believe if we are successful in our work that we can grow our field, enrich people's lives, and contribute to civic and global dialogues.

We value:

- artistic risks while being fiscally responsible;
- leadership in our field and the multiple communities we serve to strategically advance the role contemporary artists play in society;
- racial and social equity, and accountability;
- provocative art as a vehicle to connect people of diverse backgrounds and perspectives;
- our regional creative community as we engage with international artists and peers;
- professional and transparent management.

A Note about On the Boards Workplace Culture

On the Boards honors collaboration, respect, humor, and the humanity of its employees, Board members, and volunteers. We regularly acknowledge that life happens, friends and family are important, and that working in a small non-profit is much better with hard-working colleagues. On the Boards is made up, at every level, of individuals who collaborate to solve organizational challenges, represent our work in the community, and otherwise move our work forward in ways big and small.

On the Boards is committed to becoming an anti-racist organization, and we acknowledge that we have personal, professional, and institutional work to do in order to become more racially just and equitable. We are looking for team members who are excited to work collaboratively to advance anti-racist policies and engage in ongoing learning around that work. As a part of this work On the Boards employees are invited to use five hours per month of their standard work time for professional development activities, including education around racial justice & equity, participating in collective actions/protests, volunteering, trainings, or other activities to enrich learning, growth, and engagement with the world.

Schedule

Due to COVID-19 health restrictions this job will begin working from home exclusively. Due to typical evening and weekend performance schedules this position may include flexibility in scheduling outside the typical workweek. A balance of possible WFH and in-office flexibility may be discussed even after the COVID-19 restrictions are lifted.

Benefits

Eligible for medical, vision, and dental insurance as well as short-term and long-term disability, accidental death and dismemberment and life insurance. Additional benefits include a transportation subsidy and/or parking pass and generous paid time off including 12 holidays, vacation, and sick leave.

On the Boards is an equal opportunity employer and is committed to a diverse, accessible workplace, and to supporting our staff with ongoing career development opportunities. We are committed to removing barriers to employment that are faced by equity-seeking groups. Our building and offices are ADA accessible and we will make additional workplace and interview accommodations by request. BIPOC, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. Must have, or be willing to acquire, legal authorization to work in the United States.

How to Apply

Please submit a cover letter and resume to jobs@ontheboards.org with the subject line: "Development Manager."

This job was posted September 8, 2020, we expect to begin scheduling conversations with candidates in September 21, 2020. This position will be open until filled but the desired start would be October, 2020.