



Title: Development Manager – Annual Fund and Donor Events

Department: Development

Reports to: Director of Development

FTE: Full-time; \$45K-\$50K annual salary range (DOE) & benefits

Exempt Status: Exempt

Organizational Overview

Pratt Fine Arts Center (Pratt) is a Seattle, WA based arts organization whose mission is to foster a creative, inclusive art-making community, providing access to quality education and professionally equipped studios for everyone. For nearly 50 years, Pratt has been an enduring resource for those who believe in the transformative power of art by offering classes and art studios for 17 disciplines of art-making. With a continuing focus on equity, we are proud to continue the legacy of the civil rights leader for whom we are named – Edwin T. Pratt.

Development Team

With an annual fundraising goal of approximately \$1 million, the Development team - including the Director of Development and Grant & Sponsorship Manager - steward and solicit donors throughout the year. A solid foundation from major giving and our annual auction provide flexibility to innovate and grow our donor base through a long-term fundraising strategy.

Job Summary

Pratt seeks a Development professional with a passion for arts fundraising to manage Annual Fund and Donor Event activities. With ownership over several aspects of Annual Fund and Donor Events, this role will also play a pivotal role in Database Management, Art Management, and Artist Relations. This role is an excellent opportunity for a fundraiser or nonprofit events manager who will thrive by providing professionalism and structure to an innovative arts environment.

NOTE: This role is temporarily remote with minimal in-person duties. Pratt expects a return to office for most positions, including this one, in the coming weeks/months as public health guidance evolves. Partial work-from-home options may be available thereafter.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.

Essential Job Functions

Annual Fund Management

- Own annual fund-level giving, with total oversight of Pratt's monthly giving program - cultivation, solicitation, and stewardship
- Drive donor growth and retention at the annual and monthly giving levels through emailed and mailed communication
- Manage and track email automation through email series to be sent to new donors, with goals of cultivation, second asks, and renewal
- Coordinate prospect discovery, identification, and qualification through research and reporting
- Coordinate direct mail appeals, including annual solicitation and impact reporting
- Provide analysis and report on annual fund goals and results
- Respond to donor needs via email and phone
- Assist with major gifts data entry and visit preparation
- Manage donor database system Raiser's Edge: NXT by Blackbaud; gift entry, donor acknowledgments, data hygiene, and reporting
- Work with Marketing Team to align communications and collaborate to achieve brand identity and awareness building goals via eblasts, website, social media, and other channels
- Learn and/or support new fundraising initiatives and projects, as needed

Donor Event Management

- Own a pivotal role in annual auction event execution: artist relations, artwork procurement, and systems management

- Manage artwork logistics: receiving, packing, and storage of art; photography, jurying, and installation processes; labeling, descriptions, and auction scripting for items; dissemination and shipping or returns
- Lead volunteer work in support of annual auction
- Lead artwork procurement processes, including general artist asks and board/staff coordination for high-value art asks leading to successful event production and auction catalog
- Manage seasonal contractor to assist with volunteer processes and artwork procurement
- Own Online Holiday Art Sale event through artist coordination/communication, system management (currently Shopify), and artwork commissions
- Manage annual stewardship events in support of general fundraising strategy
- Assist with events for major gifts donors
- Maintain excellent record keeping and consistent communications with donating artists
- Manage Greater Giving (or other auction/event software) database, input data and auction items, complete post-event reports, and issue artist commissions, and artist/donor acknowledgements
- Participate in all staff, development, and auction committee meetings

Knowledge, Skills & Abilities

- Interest and belief in the transformative power of art
- Minimum of three years applicable experience
- CRM experience, with a plus for Raiser's Edge management
- Proven ability to learn new software quickly
- Commitment and adherence to AFP Fundraiser's Code of Ethical Standards
- High degree of professionalism and ability to represent Pratt through email and in-person communication
- Strong attention to detail, accuracy, organization, discretion, and deadlines
- Excellent verbal and written skills
- Competence in serving diverse populations
- Demonstrated commitment to diversity, equity and inclusion
- Previous art handling experience a plus
- Valid driver's license
- Ability to lift 40 pounds

Compensation

\$45K-\$50K annual salary range, DOE + medical, dental, long-term disability, and paid vacation. Employee-paid short-term disability and retirement programs are available but optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

Application Requirements

Please email a resume and short cover letter to Mike Yoon, Director of Development, at myoon@pratt.org. Your cover letter should include a statement of your interest or experience of work through a Diversity, Equity, and Inclusion (DEI) lens. No calls or drop-ins, please.

Application Deadline

July 12, 2021

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining a racially diverse team. Black, Indigenous, & People of Color (BIPoC) are encouraged to apply.