



**Title: Development Manager**

**Department: Development**

**Reports to: Director of Development**

**Fulltime 32 hours per week; \$24-\$27 hourly range (DOE) + benefits**

**Status: Non-exempt**

### **Organizational Overview**

Pratt Fine Arts Center, based in Seattle, WA, is an 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 artmaking. 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.

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.

### **Development Manager Position Description**

#### **Special Event Administration**

##### **Pratt Fine Art Auction**

- Own a pivotal role in the annual auction event execution including artist relations, artwork procurement, art experiences curation, catalog production, and systems management
- Oversee the administration of artist donations: receiving, packing, and storage of all items, all logistics related to the photography, transportation and installation (including hardware and volunteers), and creation of wall/pedestal labels for donated artwork
- Coordinate the jury and awards process
- Assist with the live auction script and promotional collateral for the event as requested
- 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
- Maintain excellent record keeping and consistent communications with donating artists
- Return all unsold artwork to donating artists and payout sold artwork commissions
- Lead volunteer communications in support of the annual auction
- Participate in all staff, development, and auction committee meetings

##### **Fall Open House**

- Assist with duties as assigned for the Fall Open House event
- Attend committee and staff meetings as development team representative

## Other Events

- Work with Programs staff to create Pratt Pop-Ups and assist with all on and off-site events including board and committee meetings, donor events and Master Artist workshops and related events
- Collaborate with Development, Marketing/Communications and Programs staff on coordinating Masterclass demonstrations, custom classes, corporate and donor events, board and committee meetings including room reservation requests, invitations, communication and attendance tracking

## Funding Campaigns

- Work with the development team to develop strategies and work plans to meet annual campaign goals
- Own annual fund-level giving, with oversight of Pratt's monthly giving program – cultivation, solicitation, and stewardship
- 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
- Support in the management of the donor database system Raiser's Edge, including gift entry, updating records, and other functions as needed
- Assist with direct mail appeals and donor events as requested
- Other Duties as Assigned

## Knowledge, Skills & Abilities

- Interest and belief in the transformative power of art
- Knowledge of the visual arts and/or art handling experience a plus
- Strong attention to detail, accuracy, organization, discretion, and deadlines
- Ability to organize and manage complex projects
- Greater Giving and Raiser's Edge experience preferred
- Ability to represent Pratt through email and in-person communications with a high degree of professionalism
- Demonstrated commitment to diversity, equity and inclusion
- Competence in serving diverse populations
- Valid driver's license
- Ability to lift 40 pounds

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people performing this role. 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.

Please email your resume and cover letter, including three references, to our Director of Development, Jo Anne Hume ([jhume@pratt.org](mailto:jhume@pratt.org)). **Applications received by September 15, 2023, will be given priority.**

*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.*