



ARTSFUND

Title: Vice President of Development

Departments: Development

Reports to: President and CEO

ArtsFund supports the arts through leadership, advocacy, and grantmaking to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are a tool for **social change**.
- We believe in arts and culture as an **economic driver** that creates jobs and revitalizes communities through interconnectedness with the entire Washington economy.
- We believe in **promoting equity** by centering on those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when **youth and families** are engaged in the arts.
- We believe that **strong data**, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the **arts bring people together** with different experiences and that convening is essential for healthy communities.

Summary

The Vice President of Development (VPD) serves as a key member of ArtsFund's Leadership Team, providing thoughtful strategic and operational leadership. The Vice President of Development is responsible for providing leadership, strategy, planning, and guidance for the comprehensive fundraising efforts and day-to-day management for all development-related programs. The VPD is responsible for designing, implementing, and overseeing fundraising strategy inclusive of individual, foundation, and corporate support, as well as specific campaigns, programs and events, and major gift efforts. Must have demonstrated experience with frontline fundraising, specifically related to cultivating and soliciting high-net-worth individuals, strategies around the cultivation and strengthening of institutional partnerships, and creatively expanding sources of support. ArtsFund recently adopted a strategic plan in which the development department is tasked with increasing revenue from \$3.2MM to \$4MM by FY28, a key factor in recent development efforts.

Key Priorities & Responsibilities

Lead and Manage Fundraising

- Design and Oversee Fundraising Efforts and Strategy: Provide vision and direction to a robust development program securing \$3.2MM in revenue through major gifts, the annual fund, planned giving, corporate and foundation relations, government funding, workplace giving campaigns, a young professionals group, annual event, and other support.
- Establish and implement a major donor strategy with the goal of increasing revenue from current major donors and prospects. Serve as the lead for ArtsFund's major gifts program and manage a portfolio of 100+ individuals with a goal of increasing revenue.

- Serve as the point of contact for a portfolio of institutional supporters in partnership with ArtsFund's Grant Writer.
- Develop and execute ongoing strategies for current and new donor prospects using tools such as cultivation events, data and research, as well as community networking.
- Work collaboratively with and help facilitate conversations between the Strategic Initiatives and Communications as well as Grantmaking Departments and development staff to collect programmatic updates, convey messaging and goals, and create customized solicitation strategies matching the objectives of the organization and the interests of the donor/prospects.
- Serve as the organization's primary knowledge source for funding opportunities and philanthropic outlets.
- Lead the development team in efforts leading to increased campaign revenue.
- Represent ArtsFund as a community leader and ambassador.
- Build relationships with current and prospective donors, and engage donors and build loyalty through successful donor benefits programs.
- Oversee annual fundraising events and all development-related projects including the fundraising component of ArtsFund's annual event, Celebration of the Arts. Ensure marketing and communication efforts align with and enhance fundraising efforts.
- Build and monitor a development plan and budget with metrics to increase ROI inclusive of ongoing benchmarks for forecasting and supporting long-term fundraising goals and data findings
- Work with the Finance Department on reconciliation and audit needs.

Lead and Manage Development Team

- Lead professional development efforts, contributing to aligned goals and work plans, coach performance, and providing necessary support for individual performance and effective team. Leading staff of (3) (Annual Giving Manager, Grant Writer, and Donor Relations Manager).
- Provide guidance and mentorship to Annual Giving Manager in their oversight of the Engagement Coordinator role.
- Ensure accountability amongst staff to achieve contributed revenue goals and manage budgeted expenses.
- Work with the team to ensure the best fundraising principles, practices, and procedures.
- Oversee and assess database technology including related policies and procedures.

Board Engagement in Fundraising Efforts

- Attend board meetings and provide updates when requested, present annual revenue plan, and develop individualized fundraising plans for each board member.
- Serve as the staff liaison to the Development Committee of the Board of Directors and lead Development Committee strategy and meetings in partnership with CEO & President and Development Committee Chair.

Knowledge/Abilities/Requirements

- Bachelor's Degree required, graduate or advanced degree desirable.
- Direct experience in managing successful major gift programs (cultivation through solicitation and stewardship); knowledge of and experience in planned giving programs and event planning.
- Cultivate and steward relationships and build strategic partnerships with cultural and community partners, raising the visibility of ArtsFund's role in promoting the arts in the community.

- Build coalitions and foster networks within and across sectors and communities. Demonstrated ability to provide management oversight, leadership, and strategic direction; ability to develop trust and strong collaborative working relationships; a team builder.
- Strong competency in leading others to meet goals, establishing clear direction, setting objectives, and monitoring progress and results in a deadline-driven environment.
- Experience and proficiency with technology, Microsoft suite, project management, video-conferencing tools, and social media (e.g., Facebook, Twitter).
- Ability to represent the organization in public and community settings, make presentations and communicate effectively with partners, media, and other stakeholders.
- Ability to maintain cooperative, supportive, and productive relationships with Board members and trustees, grantees, community members, and other funders and work well as a collaborator across all departments.

Preferred

- Exceptional interpersonal skills, including the ability to form personal relationships and communicate effectively, delivering exceptional customer service to various stakeholders (i.e., donors, sponsors, and volunteers), both verbally and in writing.
- Ability to work collaboratively within departments and across the organization to support fundraising activities.
- Proficient in utilizing donor/constituent management software; Raisers Edge experience is a strong plus
- Demonstrated experience developing and tracking annual revenue, forecasting, and expense budgets.
- Proficiency with Microsoft Office, especially Excel.
- Must be able to work at nights, occasional weekends, and special events as needed.

Work Environment and Conditions

This is a full-time, exempt position. The ArtsFund staff currently works according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time. Applicants must have the ability to commit to a consistent schedule within standard office hours, Monday through Friday, the ability to work remotely with reliable internet access (hardware will be provided); and to work in the state of Washington. Applicants must also have the ability to travel to Seattle and surrounding areas for donor meetings and events.

Compensation

The salary range is \$140,000 - \$160,000, based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by the employer, 403(b) with up to 4% match, transportation/parking stipend, three weeks' vacation to start, plus an additional two weeks where the entire office closes (week of New Year and week of July 4th).

To Apply

ArtsFund recognizes that an individual's lived experience is a valued skillset. We aim to diversify the voices of all decision-makers on our staff to reflect best the stakeholders that we serve. ArtsFund is an equal opportunity employer and is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color, and people with disabilities are strongly encouraged to apply. The position will remain open until filled. To apply, please send a cover letter and resume to jobs@artsfund.org, subject line " VP of Development: your name." No phone calls, please; only applicants selected for an interview will be contacted.