



**EDMONDS PUBLIC FACILITIES DISTRICT/
EDMONDS CENTER FOR THE ARTS**

- POSITION:** **EVENTS & STEWARDSHIP ASSISTANT MANAGER**
- EMPLOYMENT STATUS:** Full Time, Non-Exempt
- REPORTS TO:** Development Manager
- SALARY:** Starting Salary Range: \$52,100-\$58,000, dependent on experience
Position Range: \$52,100-\$65,000
- BENEFITS:** This position is eligible for a competitive package including:
 - Medical, Dental, Vision benefits available.
 - Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan.
 - Company paid LTD and Life Insurance, with option to enroll in voluntary plans.
 - Up to 6.67 hours of vacation time per month, up to 8 hours of sick time per month, and 12 paid holidays per year.

POSITION SUMMARY:

The Events & Stewardship Assistant Manager under the supervision of the Development Manager and in partnership with the Procurement and Philanthropy Committees, supports the overall management and implementation of strategy, planning, and execution of supporter engagement opportunities, including but not limited to in-person and virtual events, and engagement opportunities.

The Events & Stewardship Assistant Manager is a highly collaborative, proactive, resourceful self-starter who plans and facilitates events and donor stewardship activities that effectively build the brand recognition and relationships that are crucial to accelerating engagement in and support of ECA’s commitment to the performing arts and the community we serve. Like all employees at EPFD/ECA, the Events & Stewardship Assistant Manager is expected to collaborate with all team members and remain committed to EPFD/ECA’s mission, goals, and values.

The Events & Stewardship Assistant Manager at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. They value a diverse team, are welcoming of different perspectives and approaches, and make sure that their colleagues and partners feel valued and empowered.

PRIMARY DUTIES & RESPONSIBILITIES:

Event Planning:

- In collaboration with the Development Manager, plan and execute ECA’s Annual Gala and Auction, Center Stage- ECA’s annual sponsorship event, donor receptions and donor stewardship events.
- Manages ECA’s online auction, including procurement and packaging of auction items, setting up the style and look, creation of online auction website within Greater Giving, registration for ticketing, charging of credit cards, updating the system as needed, and reporting.
- Develops and manages coordination of event scripts, show flows, event rehearsals, event planning meetings, and day of event execution and logistics.
- Coordinates with Operations and Facilities for IT setup and needs for the building during events.
- Supervise logistics and assist in creative ideation for fundraising events, and donor/VIP lounges.
- Solicit vendor proposals and manage vendor relationships (e.g., master of ceremonies, catering, rentals, photographers, printed materials).
- Coordinates with programming to book talent for events, as appropriate.
- Trains and coordinates volunteers (e.g., recording, runners, registration, accounting).

- Maintains an internal event calendar with timelines to make certain that adequate planning and preparation time is included for each event.
- Secures in-kind donations of goods and services, when appropriate.
- Consistently and accurately reports progress of events and fundraising results to the Development Manager and appropriate committees.
- Works in coordination with other departments, volunteers, and board members to ensure successful ECA events and engagement opportunities.
- Attends all procurement committee meetings, and philanthropy committee meetings, as needed.
- Attends ECA Board meetings, as requested.

Donor Stewardship:

- Responsible for the research, identification, cultivation, and stewardship of existing and potential gala donors and sponsors to meet fundraising goals.
- Manages the development and implementation of innovative recognition opportunities, materials, and events focused on donor and sponsor stewardship.
- Ensures that programs are in place for all donors and sponsors to receive appropriate, consistent recognition and accounting of the impact of their gifts.
- Cultivates and manage positive relationships with gift-in-kind donors that result in sponsorships and other annual gifts (e.g., converting auction item donors into annual event sponsors).
- Attends as needed, donor and sponsor calls/meetings to ensure a growing base of support for the organization.
- Strives to understand the needs and interests of donors to develop relationships between them and ECA.
- Represents ECA, as appropriate at events and programs.

Marketing and Communications:

- Works closely with Marketing team to create event-related social media plan and calendar.
- Maintains annual events and engagement calendar for Development Department.
- Coordinates the creation of event materials, digital/website copy, and supervise mailings for galas.
- Collaborates with the Marketing Department to develop and reviews video content for fundraising events and giving campaigns, as needed.
- Regularly communicates with and serves as primary contact when needed, for donors and supporters on matters related to events and engagement activities.

Admin and Finance:

- Manages and updates data in the donor system database. Responsible for capturing event participation, including invitees, attendees, giving, and post-event feedback.
- In coordination with the Development Manager, manages event budgets and expense tracking.
- Partners with the finance department on the submittal of invoices for payment and tracking of revenue for ECA's major events.

Other Responsibilities:

- Stays informed of trends, venues, and technologies related to in-person and virtual events.
- Maintains strong relationships with external collaborating partners, boards, and staff.
- Performs other tasks as assigned.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of and interest in the performing arts.
- Skilled at cultivating and maintaining relationships with people at all levels of an organization—both internal and external—across a diverse range of cultural, generational, ethnic, educational, and social backgrounds.
- Forward-thinking abilities, as well as proven project and volunteer management skills.
- Solid verbal, written, proofreading, editing, and presentational skills.
- Excellent attention to detail in all matters.

- Proficiency in developing and maintaining measurement or assessment tools for collecting and analyzing impact and effectiveness of events.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- Computer proficiency, including Microsoft Office, including Outlook, Word, and Excel.
- Working knowledge of fundraising, event management, and other database software programs.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor of Arts degree in a relevant field, or equivalent education, training, and experience.
- Must possess a minimum of two (2) years of nonprofit event coordination, development, or related fundraising support work.
- Demonstrated success in external relationship management, vendor management, and volunteer coordination.
- Experience in communications or community relations preferred.
- Experience basic website/webpage development or digital communications preferred.

WORKING CONDITIONS:

An Events & Stewardship Assistant Manager position may require work in addition to the standard 40-hour work week in the lead up to and day of events which may occur outside of the normal workday and/or on weekends.

- Prolonged periods of remaining in a stationary position in an office setting and constantly operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and telephones.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Ability to stand for prolonged periods and to assist with event setup, lift and set up chairs, tables, and other items up to 40 lbs. at a time.
- Reliable transportation and valid Driver's License
- May require occasional travel.
- The person in this role must be able to perform the essential functions with or without an accommodation.

APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, three **references**, **completed EPFD/ECA Application Form and Voluntary EEO Survey** (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to careers@ec4arts.org OR *Events & Stewardship Assistant Manager Search, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020.* **No phone calls please.**

Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities are strongly encouraged to apply.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States.

Additionally, all applicants must possess a valid Driver's License.

Edmonds Center for the Arts is an Equal Opportunity Employer.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.