



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

POSITION: MAJOR GIFTS SPECIALIST
EMPLOYMENT STATUS: Full Time, Exempt
REPORTS TO: Executive Director
SALARY: **Starting Salary Range: \$60,600-65,000, dependent on experience.**
Position Range: \$60,600-76,400
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 10 days of vacation time per year, up to 12 days of sick time per year, and 12 paid holidays per year.

POSITION SUMMARY:

This new role at Edmonds Center for the Arts (ECA) will help establish a Major Gifts program to build deep and meaningful relationships with donors and prospects for solicitation of significant donations.

The Major Gifts Specialist under the supervision of the Executive Director and in partnership with the Development Manager and Philanthropy Committee, is responsible for identifying, qualifying, and managing a major gift portfolio with an emphasis on ensuring that as many donors as possible are retained. The Major Gift Specialist will focus on all aspects of relationship management and stewardship including growing the donor's knowledge of the organization, involvement, and financial support through cultivation efforts resulting in enhanced support of ECA, its mission, and programs.

The Major Gifts Specialist is responsible for meeting an annual revenue target that will include unrestricted, restricted, and capital projects. The Major Gift Specialist will also promote planned giving opportunities with their portfolio. Targeting gifts of \$10,000 and higher, and increasing overall sponsorships to ECA, an ability to empathize with donors and clearly communicate the ECA's mission is key.

The Major Gifts Specialist is a highly collaborative, proactive, resourceful self-starter with an entrepreneurial spirit who develops fundraising opportunities, initiates internal conversations, and manages external relationships effectively to 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 Major Gifts Specialist is expected to collaborate with all team members and remain committed to EPFD/ECA's mission, goals, and values.

The Major Gifts Specialist 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:

Cultivation & Solicitation:

- Be a storyteller and advocate for Edmonds Center for the Arts, its mission and programming.
- Design, implement, and lead ongoing stewardship program for current and prospective Major Donors.
- Prioritize and cultivate major gift opportunities of \$10,000+
- Partner with the Development Manager and Executive Director to roll out and formalize a Legacy/Planned Giving program and engage portfolio and non-portfolio donors in conversations when appropriate.
- Collaborates with Executive Director, Development Manager, key staff, and board members to identify prospects, develop stewardship and solicitation strategies, and solicit major gifts from various constituents, such as individuals, corporations, private foundations, and government entities.
- Maintain a donor cultivation cycle and stewardship to ensure new major donors are developed, have the opportunities to increase their level of support annually, and maintain a close relationship with the organization.
- Work with a diverse set of supporters, ranging from current and past board members to first-time donors, as well as prospective donors and organizations.
- Directly solicit major gifts from prospects in own portfolio and develop and monitor portfolios for key staff and board members.
- Coordinate efforts with other development team members through prospect management and tracking and contact reports. Maintain accurate donor database management of constituent records in partnership with the Development Manager.
- Meet or exceed an annual fundraising goal set each year with the annual budget cycle to support organizational needs.

Donor Stewardship:

- Manage the development and implementation of innovative recognition opportunities, materials, and events focused on donor and sponsor stewardship.
- Ensure that programs are in place for all donors and sponsors to receive appropriate, consistent recognition and accounting of the impact of their gifts.
- Actively manages the day-to-day relationships with donors and prospects through various activities including meetings, phone calls, letters, reports, emails, timely responses to donor inquiries and acknowledgements of gifts.
- Cultivate 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).
- Supervise logistics and assist in creative ideation for donor/VIP lounges.
- Work in coordination with other departments, volunteers, and board members to ensure successful ECA events and engagement opportunities.

Data Analysis:

- Constantly study fundraising and ticketing databases to understand current Major Donor engagement and to identify new prospects.
- Conduct wealth and capacity analyses as appropriate, seeking indicators for major giving prospects.
- Analyze solicitation results, ROI and efficacy of the various program strategies and tools and share with Development Manager & Executive Director to improve effectiveness and efficiency.

- Work with Development Manager to create reports as required to accurately reflect portfolio activity and performance.

Marketing and Communications:

- Creates offers, proposals, and asks that will provide opportunities for donor retention and upgrade based on personal interests and passion for specific aspects of the mission.
- In collaboration with the Development Manager, prepare written materials such as proposal budgets and gift proposals, correspondence, solicitation materials, acknowledgements, and regular communications.
- Coordinate with Marketing the creation of materials and mailings for donor relations and associated events.
- Regularly communicates with and serves as primary contact when needed, for donors and supporters on matters related to engagement activities.

Admin and Finance:

- Manage and update 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, manage stewardship event budgets and expense tracking.
- Partner with the finance department with appropriate documentation to record gifts to reconcile.

Other Responsibilities:

- Attend philanthropy committee meetings, and ECA Board meetings, as needed.
- Willing and capable of working hands-on developing and executing fundraising events and other activities as needed.
- Stays informed of trends, venues, and technologies related to in-person and virtual events.
- Maintain strong relationships with external collaborating partners, boards, and staff.
- Perform 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.
- Excellent verbal, written, interpersonal, and presentational skills.
- Excellent attention to detail in all matters. Strategist adept at planning, prioritizing, multi-tasking, and follow-through.
- Proficiency in developing and maintaining measurement or assessment tools for collecting and analyzing impact and effectiveness of solicitation and stewardship
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- Computer proficiency, including Microsoft Office, including Outlook, Word, and Excel.
- Experience working with prospect and donor information systems, databases, and reporting tools.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor of Arts degree in a relevant field, or equivalent education, training, and experience.
- Must possess a minimum of three (3) years of progressively responsible professional experience, with demonstrated success in donor cultivation and major gifts solicitation.
- Demonstrated experience and skill with all aspects of prospect relationship-building, including cultivating, soliciting, and stewarding and securing major gifts (\$10,000 and larger); experience

with organizations seeking to grow and deepen qualified prospect pools, preferred.

- Demonstrated experience and skill with individual fundraising planning and goal setting.
- Experience preparing and staffing volunteers on donor relationship-building, cultivation, and solicitation.
- Experience working with board members and volunteers in a fundraising context, including development committees, major gift committees, etc.
- Experience in communications or community relations preferred.

WORKING CONDITIONS:

A Major Gifts Specialist 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 *Major Gifts Specialist 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.

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.