

**EDMONDS CENTER FOR THE ARTS /
EDMONDS PUBLIC FACILITIES DISTRICT
Announces the following
EMPLOYMENT OPPORTUNITY:**



POSITION: DEVELOPMENT COORDINATOR
CLOSES: Friday, February 21 or until position is filled
EMPLOYMENT STATUS: Full time, Exempt
SALARY & BENEFITS: Salary \$37,500 - \$45,000 DOQ plus excellent benefits
REPORTS TO: Director of Development

Edmonds Center for the Arts (ECA) is a non-profit performing arts organization that strengthens and inspires our community through high-quality music, dance, theatre, comedy, and special performances. Located just 15 miles north of Seattle in a recently renovated historic facility, ECA presents an array of outstanding performing artists from around the world along with a robust Education & Outreach program, and serves nearly 80,000 patrons annually.

JOB SUMMARY:

ECA seeks an organized and energetic fundraising professional to join our Development team. The Development Coordinator will work closely with the Director of Development on the implementation of ECA's annual fundraising plan, including managing and growing ECA's Annual Fund, securing funding opportunities from individual and institutional funders, project-managing ECA's development events, and building strong relationships with patrons and donors. This position requires database management proficiency, excellent written and verbal communication skills, positive can-do attitude, and the ability to work effectively with ECA's donors, staff, and volunteers. ECA is an innovative and challenging workplace. The qualified candidate will be flexible and able to adapt to a rapidly growing organization.

KEY RESPONSIBILITIES:

Annual Fund Management: 60%

- Manage ECA's donor database and giving campaigns (online, in-house, direct mail, etc.)
- Process and acknowledge all gifts in a timely manner
- Run database queries and reports; perform data import/export and reconcile gifts with Accounting as needed
- Work closely with the Director of Development on the implementation of a moves management system and the recognition and fulfillment of donor and sponsor benefits
- Research individual, corporate, and foundation prospects
- Nurture donor and sponsor relationships through in-person meetings and communications
- Other duties as assigned

Special Events: 30%

- Assist with the planning, logistics, and execution of ECA's Annual Gala & Auction, year-round donor events, and the annual season preview event for ECA sponsors.
- Assist with special campaigns as needed (e.g., capital, endowment, planned giving)

- Help secure event sponsorships and in-kind support from corporations and businesses
- Create fundraising messages for event materials

Development Communications: 10%

- Assist with the creation of content in support of ECA's development efforts, including social media, website, e-news, annual report, and other marketing channels. Ensure ECA's brand consistency in all fundraising collateral.
- Provide grant writing support for grant proposals and reports

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's degree and/or equivalent experience in similar positions required (fundraising experience with arts organizations a plus!)
- Experience managing eTapestry, Vendini, or other fundraising CRMs
- Excellent verbal, written and interpersonal skills
- Excellent planning, organizational, and multi-tasking skills and strong attention to detail
- Ability to work well with diverse donors, board members, staff, and volunteers
- Familiarity with InDesign, Photoshop, and social media content management desired
- Ability to work independently as well as in a collaborative, fast-paced environment
- Knowledge of and interest in the performing arts
- Knowledge of Microsoft Office, including Outlook, Word, and Excel

WORKING CONDITIONS:

- Ability to work flexible hours including some evenings, weekends, and holidays
- Ability to stand for prolonged periods and to regularly lift and set up chairs, tables, and other event-related materials
- Reliable transportation and valid Washington State driver's license

APPLICATION REQUIREMENTS:

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.

Please send **cover letter** describing qualifications, **resume**, **three references**, **AND a completed EPFD/ECA Application Form** (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to christina@ec4arts.org, subject line: Development Coordinator, or via mail to: Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020. Preference given to applications received by **February 21st**. No phone calls, please.

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 for additional accommodation.