

EDMONDS CENTER FOR THE ARTS / EDMONDS PUBLIC FACILITIES DISTRICT

POSITION: Gifts Officer

EMPLOYMENT STATUS: Permanent, Full-Time, Non-Exempt

REPORTS TO: Director of Development

POSITION SALARY RANGE: \$50,000-\$75,000 (\$24.04-\$36.06 per hour); **STARTING RANGE: \$50,000-\$60,000**

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. • Employee Assistance Program (EAP) • Healthcare & Daycare Flexible Savings Accounts (FSA) • Up to 10 days of vacation time per year, up to 12 days of sick time per year, and 14 paid holidays per year.

Position Summary:

EPFD/ECA's **Gifts Officer** at Edmonds Center for the Arts (ECA) plays a key role in the advancement of the organization's fundraising efforts by securing gifts from individual donors, corporate partners, and targeted foundations. Reporting to the Director of Development and working closely with the Development Team, the Gifts Officer will work collaboratively to build and manage a portfolio of donors and prospects, cultivating strong relationships and ensuring the achievement of ECA's fundraising goals. This role requires a motivated, results-driven individual with exceptional communication skills, the ability to engage with diverse stakeholders, and a commitment to ECA's mission to enrich the community through arts, culture, and education.

By coordinating with various team members and understanding ECA's community connection and the impact of our funders and patrons, the Gifts Officer contributes significantly to the overall success of ECA's mission. Like all employees at EPFD/ECA, the Gifts Officer must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values, while contributing to their evolution.

A Gifts Officer 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.

Essential Functions

Cultivation, Solicitation, and Stewardship

- Serve as a solicitor and steward for individual and institutional donors, personally managing and cultivating a portfolio of up to 120 current and prospective donors, meeting or exceeding annual financial goals.
- Serve as the lead on Annual Fund appeals, including crafting communications and project managing campaigns.
- In collaboration with the Director of Development, grow corporate sponsorship program through enhanced solicitation and stewardship efforts.
- Identify and research prospective donors, as well as identify programmatic opportunities to grow donor pipeline.
- Coordinate with other development team members to maintain accurate donor database management of constituent records, including creating and updating contact notes.
- Actively manage 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.
- Support major fundraising event solicitation, including annual gala and sponsorship events.

Signature/Date

- Collaborate with the Director of Development on Planned Giving program and engage/solicit portfolio and non-portfolio donors for planned gifts when appropriate.
- Work in coordination with and support other departments, volunteers, and board members to ensure successful ECA fundraising and engagement opportunities.
- Be a storyteller and advocate for Edmonds Center for the Arts, its mission and programming.

Data Analysis

- Analyze donor and audience databases to understand current donor engagement and to identify new prospects.
- Conduct wealth and capacity analyses as appropriate, seeking indicators for gift prospects.
- Analyze portfolio activity and performance, solicitation results, ROI and efficacy of the various program strategies and tools, reporting out to the Director of Development & Executive Director on effectiveness and efficiency.

Marketing & Communications

- In collaboration with the Director of Development, prepare communication materials such as gift proposals, asks, proposal budgets, correspondence, development program support materials, acknowledgements, and informal communications.

Admin & Finance

- Manage and update data in the donor system database in relation to donor portfolio and for the department as needed.
- In coordination with the Director of Development, manage cultivation budgets and expense tracking.
- Partner with the finance department on reconciliation and record keeping with appropriate documentation.

Other Responsibilities:

- Attend philanthropy committee meetings, ECA Board meetings, and internal staff meetings as required.
- Willing and capable of working hands-on developing and executing fundraising events and other activities as needed.
- Remain informed of best practices in fundraising, changes within the fundraising landscape, and capacity building.
- Support ECA employees with tasks as needed (e.g., set-up and strike of VIP dinners and other events)
- Participate in other projects and perform other tasks as assigned.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication, and interpersonal skills, including ability to work effectively with various departments, external partners, and diverse teams.
- Solid problem-solving skills to troubleshoot and address issues quickly and effectively.
- Inherent comfort level for quickly adapting to changing environments.
- Ability to take initiative, work independently and collaboratively to solve problems and improve efficiency.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- An ability to exercise a high level of professionalism, judgment, and above all, discretion, and confidentiality.
- Excellent computer skills including MS Office.
- Knowledge of and interest in the performing arts, a plus.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent combination of education and experience.
- Must possess a minimum of three (3) years of progressively responsible professional experience, with demonstrated success in donor cultivation and gifts solicitation.
- Demonstrated experience and skill with all aspects of prospect relationship-building, including cultivating, soliciting, and stewarding and securing gifts. Demonstrated experience and skill with individual fundraising planning and goal setting.
- Experience working with board members and volunteers in a fundraising context, including development committees, etc.
- Experience using a fundraising or audience CRM, such as Raiser's Edge/eTapestry, Spektrix, or Tessitura, a strong plus.
- A valid driver's license and acceptable driving record is required for those in positions that may operate company vehicles.

WORKING CONDITIONS:

This position may have a moderate to high stress level associated with dealing with crowds of public visitors. The environment is mainly indoors, however position may occasionally be required to work outdoors and exposed to the elements (heat, rain, etc.).

This is a full-time position; hours of work are typically during the standard work week but must be flexible and varied to meet the demands of the events of the department and facility. Must be able to work extended and/or irregular hours including day, nights, weekends, and holidays, as needed. Must have reliable transportation.

- Standard office environment for administrative tasks. Moderate level of movement around the venue, often at a quick pace. Includes prolonged periods of remaining in a stationary position in an office setting and operating a computer.
- May require ability to continuously stand or walk for extended periods.
- May require lifting, climbing, carrying, bending, stooping, squatting, and kneeling for extended periods of time.
- Ability to lift up to 40-pound items, occasionally up to 50+ pounds with or without assistance, while maintaining good balance.
- Ability to work more than 8 hours in a single shift.
- Unexpected interruptions occur often, and stress level is moderate to high.
- Noise level is quiet to moderate.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and equipment.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- May require infrequent travel.

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 to **Gifts Officer**, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020. No phone calls please.

Signature/Date

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.

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.