



EDMONDS CENTER FOR THE ARTS

POSITION TITLE: Director of Development

ADMINISTRATIVE LEVEL: Senior Director

EMPLOYMENT STATUS: Permanent, Full-Time, Exempt

REPORTS TO: Executive Director

STARTING SALARY RANGE: \$115,000 - \$125,000, plus excellent benefits (see below)

POSITION SALARY RANGE: \$82,005 - \$130,995

ABOUT US

Edmonds Center for the Arts (ECA) is one of the premier performing arts centers in the Pacific Northwest--a 700-seat jewel-box venue located in Edmonds, Washington, just 20 minutes north of Seattle. Owned and operated by the Edmonds Public Facilities District (PFD), ECA opened in 2006 in a beautifully renovated historic high school and has since built a beloved reputation for live performance, arts education, and community engagement across the Puget Sound region.

Every year, ECA curates a focused **season of presented events** spanning music, dance, comedy, theater, spoken word, and more, from classical to Broadway, jazz to folk, pop to world music, with complementary **educational events**. Through our **Rentals** Department, we host 130+ additional events produced by touring and local artists and community organizations. Together, these programs serve more than **90,000 patrons annually**, supported by a **financially stable organization**.

Edmonds Center for the Arts is where community and culture come alive!

ABOUT THE OPPORTUNITY

The **Director of Development joins ECA at a pivotal moment of transformation**. This is an exciting opportunity for a driven fundraising leader to strengthen systems, design strategy, and expand a growing donor base in service of a beloved Pacific Northwest institution.

As an essential member of the Executive Leadership Team, the Director reports to the Executive Director and leads a comprehensive advancement program encompassing individual giving and major gifts, special events, and grants. This is a visible role, one that represents ECA externally in stewarding relationships while collaborating closely across internal departments to ensure fundraising goals are met. The Director works in close partnership with the Executive Director, Board of Directors, Development Staff, Consultants, and Philanthropy Committee to deepen engagement and advance ECA's mission.

The right candidate is committed to equity and inclusion, welcoming of diverse perspectives, and invested in making sure colleagues and partners feel valued and empowered.

CORE RESPONSIBILITIES

The Director of Development is helping sustain a cultural anchor for the Pacific Northwest. You'll play a pivotal role in ensuring that exciting performances, arts education, and community engagement continue to thrive for the 90,000+ patrons we serve each year. Here's what that looks like day-to-day:

- **Fundraising Strategy.** You'll set and lead a comprehensive, multi-channel fundraising strategy spanning annual giving, major gifts, grants, and special events.
- **Donor & Community Relations.** You'll cultivate authentic relationships with individual donors, foundations, corporate partners, and community leaders to grow the organization's philanthropic network. You'll partner closely with the Executive Director on major donor strategy, stewardship, and legacy giving.
- **Special Events.** You'll collaborate with our contracted event planner to plan and execute two annual events that engage donors and drive revenue, as well as own smaller scale engagement touch points throughout the year.
- **Development Operations.** You'll oversee the day-to-day operations of the development function, ensuring strong systems, data integrity, and effective moves management.
- **Grants Management.** You'll oversee our grants contractor to ensure timely submissions, compliance, and reporting, bringing general knowledge of proposal development.
- **Board Engagement.** You'll serve as staff lead for the Board's Philanthropy Committee and partner with the Executive Director and Committee Chair to support board members in fulfilling their fundraising roles.
- **Budget Management.** You'll build and manage the development budget, track revenue and expenses against projections to ensure fiscal responsibility and organizational alignment.
- **Reporting and Analysis.** You'll deliver regular reports on fundraising performance, donor trends, and goal progress to keep leadership informed and decisions data driven.
- **Supervising:** The Development Team, Grants Consultant, Events Consultant

ORGANIZATIONAL LEADERSHIP

As a member of the newly formed Executive Leadership Team, you will lead beyond the boundaries of your functional role, contributing to the health, direction, and culture of the organization.

- **Champion the Mission.** You'll serve as a visible and credible ambassador for ECA's mission, values, and strategic priorities.
- **Contribute to Collective Leadership.** You'll engage actively in Executive Leadership Team decisions, bringing your fundraising expertise.
- **Develop People & Culture.** You'll invest in your team's growth, model ECA's values, and foster an environment where staff feel respected and motivated to do their best work.
- **Steward Resources with Integrity.** You'll exercise sound judgment over financial, human, and reputational resources, recognizing that public trust is foundational to everything we do.

MAJOR OBJECTIVES

During the first 12 months, you will be focused on:

- **Building Trust.** Establishing strong, authentic relationships with the leadership team, staff, board leaders, volunteers, and the broader donor community.
- **Strengthening the Department.** Evaluating current systems, processes, and performance, and making meaningful improvements that set the team up for long-term success.
- **Activating the Board.** Enlisting the Board's Philanthropy Committee to increase giving and commitments and inspiring the Board in its collective fundraising responsibility.
- **Improving Internal Communication.** Establishing clear, consistent communication rhythms across Marketing, Programming, Development, and Rentals, breaking down silos and ensuring better coordination organization-wide.
- **Co-Creating Strategy.** Working alongside Executive leadership and board philanthropy committee to build a clear 3-year fundraising strategy that reflects ECA's ambitions, as well as provide leadership on strategy for an upcoming capital campaign.
- **Making the Case for ECA.** Developing deep fluency in ECA's strategic goals and financials and crafting a compelling donor-facing narrative that drives support.
- **Leading the Fall Gala.** Taking ownership of ECA's signature fundraising event, ensuring it delivers both revenue goals and donor experience.

ABOUT YOU (EXPERIENCE & QUALIFICATIONS)

We're not just looking for someone who checks every box. We're looking for a connector: someone who leads with curiosity and heart, brings a commitment to trust-building, and is energized by the opportunity to grow something meaningful alongside a passionate team. This is a senior leadership position. We expect candidates to bring commensurate experience and a demonstrated track record of success in comparable roles.

The right person for this role will bring:

- **At least 10 years of progressive fundraising experience**, including a minimum of 5 in a senior leadership role, responsibility for strategy, experience in cultivating individual and major gifts, and team management.
- **Comfortable working with technology**, including donor databases, CRM systems, project management tools ... and excited to learn new ones.
- **A people-first mindset.** You lead with empathy, a coaching mindset, and are as invested in your team's growth as you are in hitting revenue goals.
- **Exceptional interpersonal skills**, with the ability to connect authentically with donors, board members, volunteers, and community partners across diverse backgrounds.
- **Executive-level communication skills.** You communicate with clarity and confidence — whether delivering a data-driven report to the board, making an ask, or aligning your team around a shared goal.
- **Strong project management ability.** You're organized, deadline-driven, and able to manage competing priorities without losing sight of the bigger picture.
- **Collaborative and solution-oriented**, able to pivot gracefully when plans change and bring people together to solve problems creatively.

Even Better if you have... (Knowledge, Skills, Ability that might set you apart)

- A passion for the arts and enthusiasm for the mission, vision, and values of ECA.

- Track record of leading \$1M-\$5M in annual fundraising outcomes.
- Experienced with planned giving, legacy gifts, and working with donor advised funds.
- Bachelor of Arts in a relevant field, or completion of a fundraising certificate program, or equivalent education, training, and experience.
- Familiarity with the Puget Sound arts community and funding ecosystem.
- Experience with capital campaign planning and/or execution.

COMPENSATION AND BENEFITS

The Director of Development position is a **100% full-time, exempt position**. It is a hybrid role, with flexibility as needed. The **starting salary range for this position is \$115,000-\$125,000**. The offered salary will be commensurate with the selected candidate's experience and qualifications.

Additional Benefits

ECA believes in the importance of taking care of our team so that in turn they can be committed to supporting our critical mission and access to the arts in our community. This position is eligible for a competitive package including:

- Flexible work environment
- Subsidized Medical, Dental, Vision Insurance.
- 100% Paid Long Term Disability and Life Insurance, with the option to enroll in voluntary plans.
- Retirement Plan with match (Washington State PERS), and ability to enroll in a 457b Deferred Compensation Plan.
- 10-25 days of vacation time per year, commensurate with tenure and accruable up to 30 days a year.
- Up to 12 days of sick time and 14 paid holidays per year
- Additional paid & unpaid leave for reasons including jury service, military service, emergency responder service, bereavement, and family medical needs.
- Employee Assistance Program (EAP)
- Healthcare & Daycare Flexible Savings Accounts (FSA)

Working Conditions

This position will occasionally require work beyond standard business hours, including evenings and weekends, to attend some performances, meetings, and special events. Physical requirements include prolonged periods of computer use in an office setting, repetitive use of hands and wrists, close-range visual focus, the ability to communicate clearly. There also will be occasional local travel.

NOTICES

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.

HOW TO APPLY

To apply, please submit an application, resume, and a brief cover letter through our portal - <https://wkf.ms/4d4o8v0> ; Your cover letter should express your specific interest in this role. Applications will be reviewed on a rolling basis, with priority given to those received by May 25, 2026. The position will remain open until it is filled. No phone calls, please.