



## DEVELOPMENT MANAGER

### Key Position Details:

<b>Department</b>	Development
<b>Location</b>	200 Mercer Street, Seattle, WA 98109
<b>FLSA Status</b>	Exempt
<b>Position Employment Status</b>	Full-time, permanent
<b>Position Location</b>	60% onsite / 40% remote
<b>Salary Grade/Range</b>	\$65,000-75,000/annum
<b>Reports to</b>	Development Director
<b>Prepared/Revised Date</b>	4/24/2024

### SUMMARY:

Path with Art seeks an experienced, detail oriented, project manager to serve as the Development Manager to support development operations, donor engagements, and events. This is an exciting role for someone looking to support and be engaged in a fast paced team that advances the organization's mission through intentional and thoughtful donor relations including- stewardship, cultivation, engagement and the solicitation of philanthropic donations.

With more than 15 years of foundation, this is an exciting and pivotal time at Path with Art, as we sit at the forefront of a growing international movement that utilizes the power of art to bring dignity, awareness, and healing to the complexities of recovery from trauma.

Join a community and team of compassionate, kind, and dedicated individuals. We believe deeply in our mission and enter into this important work through a culture of joy, fun, and community.

## JOB DESCRIPTION

### Position Summary



The **Development Manager** serves as a critical member of the Development team to implement annual fundraising strategies in serving in a project manager role on donor engagements, events, and overall team operations.

The **Development Manager** reports to the Director of Development working closely with them in several areas, including but not limited to: events, donor engagements and appeals, supporting department administrative needs, and creative fundraising activities while supporting the organization's overarching goals and vision.

Responsibilities include Development Department operations, i.e., supporting the execution of donor steward activities, donor engagement events, and communications. As lead project manager, they ensure effective and streamlined execution- using Salesforce, reports, asana and other tools - that support a timely, effective, and customized donor process.

The **Development Manager** will play a meaningful role in donor engagements at all Path with Art's events, including quarterly donor engagements, small cultivation events, and the annual Art for All Ball gala as well as other art exhibitions, showcases, and events. They will do this by serving as a project manager in event planning, supporting the Director of Development and CEO in donor cultivation planning and uplifting sponsorship/partnership needs. They will be responsible for overall management of event logistics as it relates to development with the goal of creating meaningful experiences/cultivation for donors, corporate partners, and community members such as models and other guests.

And lastly, with direction from the Development Director, the **Development Manager** will be responsible for leading event sponsorship outreach, auction procurement, in-kind giving, and other forms of corporate gifts including corporate matching.

**Primary responsibilities:**

- **Development Operations (~40%)**
  - Identify and support cultivation opportunities for individual giving, and connect board and staff to steward relationships with current and prospective donors, when appropriate.
  - Support Development Director and annual strategic planning process with regard to individual giving projections and opportunities.

- Oversee donor prospecting process including research that provides relevant donor background information.
  - Coordinate with Communications Manager on all donor communication recipients and timeline for outreach.
  - Work with the Development Director to support donor portfolios
  - Coordinate, with Executive Administrator, CEO's weekly gift acknowledgment tasks.
  - Oversee meaningful and creative stewardship and gratitude of donations, examples include: Annual donor thank yous, stewardship cards from Participant Artists, etc.
- **Fundraising Events & Development Outreach (~50%) *Provide logistical support for virtual and in-person fundraising and donor cultivation events that uplift donor, community member, and corporate partnership relations and engagements.***
    - Provide logistical support for virtual and in-person fundraising and donor cultivation events, including but not limited to audience development, event communication, event registration, day-of and post- event support, gift processing, and appreciation.
    - Create, organize, and manage task lists both in google and asana platforms.
    - With direction from the Development Director, play a key role in managing event details to ensure that tasks are completed in a timely manner at the highest level of donor and overall community stewardship and cultivation.
    - Manage vendor communications and logistics for fundraising events, including managing spending and budget restrictions.
    - Serve as the event “runner” in the lead up and day of events.
    - Attend and support Path with Art events.
    - Explore and identify community-centric fundraising practice opportunities with guidance from the Development Director.

#### **Sponsorships and Auction:**

- With guidance from the DD, responsible for event auction procurement-work with donors, board members, corporate contacts, and staff to procure auction items for the annual Art for All Ball, while working closely

with the data and fiscal coordinator to assist in tracking, classy posting, and overall auction database guidance.

- Support outreach, invitations, and follow-up communications to donor and corporate donors and sponsors.
- Support Director of Development and team to provide guidance, where applicable, with sponsorship outreach and tracking.
- Support the creation and keeping up to date of sponsorship materials and benefits.

### **Donor Database & Development Revenue (10%)**

- Support the Director of Development and CEO to maintain donor contact reports, background information, and prospects details in Salesforce.
- Manage weekly and monthly donor fundraising reports.
- Coordinate customized personal thank yous to donors in portfolios. Lead the execution of donor acknowledgements and letters.
- Work with the Data and Fiscal team members to support the donor database and revenue data, including accurate opportunity tracking, problem solving, and executing reports.
  - Maintain integrity of donor data management, information, and relationship tracking. Support the analysis of successful donor management programs and inform development strategy.
  - Participate in the management of development revenue, including generating queries, lists, and reports. Update financial donor information with care and accuracy. Reconcile gifts monthly.
- Report to stakeholders (senior leadership) as requested regarding progress and efforts towards revenue goals.

### **Qualifications:**

- Passion for Path with Art's mission.
- 2+ years in project manager, fundraising development operations, or donor relations. (Transferable skills applicable in for profit, non-profit or other relationship management roles).
- Proficiency in Mac operating systems, Dropbox, Salesforce, Microsoft Office Suite, and Google Suite preferred



- Attention to detail, thrives at project management, and enjoys supporting event operations.
- Excellent verbal and written communication skills.
- Strong organizational, problem-solving, and analytical skills; ability to manage multiple priorities and workflow.
- Strong interpersonal skills, with an ability to effectively interact with a diverse community of individuals at all organizational levels.
- Strong work ethic.

### **Work Environment**

This position is hybrid with some physical presence in the Path with Art office as appropriate. Some events take place in the evening. The Path with Art office generally operates 9:00 am to 5:00 pm Monday through Friday. However, this position may periodically require availability outside these hours and during the weekend.

Path with Art is an equal opportunity employer committed to diversity and inclusion. We encourage people from all backgrounds, races, sexual orientation, and gender identities to apply. People of color and LGBTQ individuals are strongly encouraged to apply.