



ARTSFUND

ArtsFund Annual Giving Manager Description
Submit resume and cover letter to jobs@artsfund.org

Title: Annual Giving Manager
Department: Development
Reports to: Vice President of Development

ArtsFund supports the arts through leadership, advocacy, and grantmaking to build a healthy, equitable, and creative Washington. At ArtsFund

- We believe that arts and culture are a tool for **social change**.
- We believe in arts and culture as an **economic driver** that creates jobs and revitalizes communities through interconnectedness with the entire Washington economy.
- We believe in **promoting equity** by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when **youth and families** are engaged in the arts.
- We believe that **strong data**, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the **arts bring people together** with different experiences and that convening is essential for healthy communities.

Summary

The Annual Giving Manager, under the direction of the Vice President of Development, is responsible for planning and implementing strategies for identification, cultivation, solicitation, and stewardship of individual and corporate donors to support the mission of ArtsFund. The Annual Giving Manager will focus on day-to-day fundraising activities including mailings, donor outreach, events and meetings, fulfillment of some donor benefits, and volunteer and board fundraising. This position will also carry a portfolio of mid-range annual corporate and individual donors.

Key Priorities/Responsibilities

- Work with the Vice President of Development to refine and implement an annual strategic development work plan to grow and diversify the funding base
- Coordinate ArtsFund's annual campaign, including the creation of print and electronic collateral materials and coordination of their design and production (in collaboration with the Communications and Digital Media Manager)
- Execute a comprehensive, multi-channel solicitation plan including direct mail, email, and social media, and serve as the main point of contact for vendors while coordinating internal logistics including drafting appeals, creating mailing lists, etc.
- Carry out a solicitation strategy for \$1K+ donors including personalized mailings, emails and phone calls, and supporting assigned solicitors
- Track and evaluate annual campaign program success against goals
- Develop, manage, and engage a portfolio of >100 mid-size (\$500+) annual fund individual and corporate donors to achieve revenue targets via visits and substantive contacts
- Oversee strategy for Giving Tuesday, GiveBig WA, and other giving days
- Assist with drafting and editing of annual giving communications as needed for all channels including CEO Updates, ArtsAccess, event invitations, impact reports, etc.
- Support planning and implementation of annual Celebration of the Arts event (or equivalent) with specific responsibility for sponsor outreach (shared with VP of Development), guest outreach, registration, and seating



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- Coordinate donor recognition efforts (in close collaboration with relevant staff and partners) including cultivation events and select stewardship events, program book ads, donor recognition lists, signage, etc.
- Plan and execute annual week of gratitude stewardship activities
- Support planned giving efforts
- Other duties as assigned

Knowledge/Abilities/Requirements

- Demonstrated track record of developing and executing successful annual fundraising strategies
- Considerable knowledge of fundraising techniques and sources of funding
- Well versed in direct mail and digital solicitation best practices and implementation
- Ability to collect, organize, and analyze data related to donor giving
- Proficient in donor databases and usual office technology (MS Office, Zoom, Slack, etc.)
- Excellent organizational, writing, and verbal communication skills
- Demonstrated knowledge of arts and culture, and an understanding of and appreciation for how it affects people's lives
- Ability to handle multiple projects, set priorities, and meet deadlines
- Ability to maintain cooperative, supportive, and productive relationships with donors, Board members and trustees, grantees and to work well as a team player across all departments

Preferred

- 4+ years of fundraising experience with a proven track record for securing gifts
- Experience with Raiser's Edge
- Bachelor's Degree

Compensation

Salary range of \$52,000 to \$58,000, based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by the employer, 403(b) with up to 3% match, transportation/parking stipend, three weeks' vacation to start, plus an additional two weeks where the entire office closes (week of New Year and week of July 4th).

To Apply

ArtsFund recognizes that an individual's lived experience is a valued skillset, and we aim to diversify the voices of all decision-makers on our staff to best reflect the stakeholders that we serve. ArtsFund is an equal opportunity employer and is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color, and people with disabilities are strongly encouraged to apply. The position will remain open until filled. To apply, please send a cover letter and resume to jobs@artsfund.org, subject line "Annual Giving Manager: *your name*." No phone calls, please; only applicants selected for an interview will be contacted.