



Institutional Giving & Donor Relations Manager

Position: Institutional Giving & Donor Relations Manager

Reports to: Executive Director

Location: Capitol Hill, Seattle, WA

Position type: Full-Time at 40 hours/week, Exempt

Salary: \$46,000-\$58,000 DOE

About Artist Trust: Artist Trust is a nonprofit organization that supports working artists of all disciplines in Washington State. We fuel our funding and other programs for artists through fundraising, partnership, and community engagement. Recognized as a national model for direct funding and professional development for working artists, we have invested over \$15 million in individual artists since our founding in 1986. At Artist Trust, all team members help shape our organization's strategy and culture in a hardworking yet joyful environment that prioritizes collaboration, trust, accountability and care. We view our mission through a lens of racial and geographic equity and are actively working to become an anti-racist organization and build a leaderful workplace. We invite you to learn more by visiting www.artisttrust.org.

Our Commitment to Racial Equity: Artist Trust is committed to racial equity throughout our organization, working against systems of racism and engaging in partnership with our Black, Indigenous, and people of color artist community to truly fulfill our mission to support all artists in Washington State. All staff and members of our Board of Trustees sign a commitment to anti-racism and are encouraged to regularly have discussions and share resources about racial equity, power, privilege, and positionality, and participate in trainings and race-based caucusing. To learn more visit: <https://artisttrust.org/about/commitment-to-racial-equity>.

Overview of Position: We are seeking a dedicated and collaborative storyteller and relationship builder who is highly attuned to deadlines and details. The Institutional Giving & Donor Relations Manager cultivates relationships with institutional donors and coordinates/writes grant proposals for foundation, corporate, and government funding opportunities. This position also manages the Artist Trust Membership program, donor acknowledgement process, donor database, and participates in shaping Artist Trust's strategy and culture. Don't meet every single qualification or requirement? If you're excited about this role, but your previous experience doesn't align perfectly with every qualification, we still encourage you to apply.

Benefits: At Artist Trust, we prioritize work/life balance, and self and community care. We offer 22 days of vacation and holiday time in the first year of employment, including 10 days accrued paid vacation, at least 10 paid holidays (including paid vacation from December 25-January 1), and 2 paid personal floating holidays. Artist Trust also offers accrued sick leave and family leave. Vacation accrual increases after the 1st and 4th year of employment, and four weeks of additional paid sabbatical is offered in the 7th year. We offer group medical, long-term disability, life insurance, employer-matched retirement plan, and professional development support for each staff member, including a flexible schedule.

Ideal Start Date: Monday, October 24, 2022

Core Responsibilities: Primary duties include but are not limited to

Grant Writing and Institutional Giving:

- Manage our institutional fundraising program, including maintaining our internal grants calendar, tracking timelines and application requirements, and keeping detailed records in partnership with the Finance Team
- Research foundation, corporate, and government grant funding opportunities that match the goals and objectives of the organization
- Lead the grant writing process, working with the Executive Director and staff across the organization to develop grant proposal narratives, budgets, and support materials
- Write and submit grant proposals, applications, and final reports, and administer all grant agreements and contracts
- Develop/maintain effective, long-term working relationships with grantors to nurture their connection to the organization, facilitate approval of grants, and follow up to determine/monitor grant status

Donor & Member Relations and Gift Acknowledgement:

- Facilitate all gift processing, including recording donations in Salesforce, thanking donors, and sending donor acknowledgements in a timely manner
- Maintain accurate and complete donor, member, and grantor records in Salesforce including donations, promises to give, and contact information
- Reconcile gift records in Salesforce with the Finance Team on a regular basis
- Pull donor reports from Salesforce as needed
- Administer the Artist Trust Membership program, including timely email acknowledgement of membership gifts, managing member communications, physically mailing membership cards, sending monthly renewal reminders, acting as the point of contact for Artist Trust Members, and securing and tracking member benefits and discounts

Special Events:

- As part of the Development Team, participate in the planning and implementation of the Artist Trust Annual Benefit Art Auction, a month-long fundraising initiative (2023 event is in March)
- Procure in-kind items, such as art experiences, to be sold during the auction
- Seek out, secure, and track corporate sponsorship opportunities and develop/administer sponsor recognition and benefits
- Support all special events, including annual awards party, fundraising salons, and cultivation and networking events

Organizational Culture, Racial Equity, and Strategy:

- Participate and present in Strategic Vision & Stewardship Committee, Auction Committee, board meetings, and other meetings and sessions
- Meaningfully participate in staff, board, and committee meetings, organizational learning sessions, and other opportunities to shape our organizational culture and strategic direction

- Grow and apply the skills and practices needed to create an inclusive organizational culture including (but not limited to): clear and kind communication, giving and receiving feedback, mutual accountability, and self-care and boundaries
- Collaborate with staff in making key strategic decisions
- Support teams as needed

Values Alignment:

- Deeply committed to racial equity and willing to view your work through an anti-oppression lens
- Passionate about supporting artists in communities throughout Washington State personal or professional connection to Washington State artists and arts communities of any discipline a plus
- Values collaboration, open and honest communication, and giving, receiving, and incorporating feedback

Qualifications:

- A natural storyteller with the ability to incorporate Artist Trust’s organizational voice, values, and goals into written grant proposals
- Strong project management skills and the ability to prioritize multiple projects, events, and deadlines with attention to detail
- Confidence using nonprofit donor database systems and CRMs; direct experience with Salesforce a plus
- Experience using Microsoft programs (SharePoint, Word, Excel, Outlook, PowerPoint, Teams, etc.)
- Solid communication skills and the ability to represent your area of work and expertise to staff, board, and community
- Ability to exercise discretion and independent judgement in managing daily workload and remain accountable to achieving goals and completing tasks
- Availability for occasional statewide travel, events, and evening/weekend meetings

How to Apply: To apply, please **submit a cover letter, resume, and writing sample** to [hiring@artisttrust.org](mailto: hiring@artisttrust.org) with the subject: Institutional Giving & Donor Relations Manager. Your writing sample should reflect your ability to write a grant proposal or similar writing piece. A sample of previous work is acceptable and will remain confidential.

Hiring Process: Applications will be reviewed on a rolling basis. Applications submitted by September 13, 2022, will receive priority review. Our goal is to update all applicants by the end of October on the status of the hiring process. During the interview process, Artist Trust will request references and clearance for a background check. We appreciate your interest in the position, and invite your questions at [hiring@artisttrust.org](mailto: hiring@artisttrust.org).

Current Work Environment: Artist Trust maintains a physical office in Seattle’s Capitol Hill Arts District. Our work happens in artist communities statewide. Artist Trust currently maintains a hybrid workplace, with staff working from home with the opportunity to work in our office. This position would be ideal for someone in the greater Puget Sound region who is able to comfortably commute to our Capitol Hill, Seattle office and travel within the greater Seattle area for meetings and events as necessary.

Artist Trust requires all employees to be vaccinated against COVID-19. Providing proof of COVID-19 vaccine is a condition of employment. Staff may make requests for reasonable accommodation based on medical reasons or for sincerely held religious beliefs.

Artist Trust is an equal opportunity employer and complies with all EOE and ADA requirements. We are committed to employing a diverse workforce, and have a strong [commitment to racial equity](#). People of color, transgender and gender non-conforming people, people with disabilities, and low-income people are encouraged to apply.