



INSPIRE WASHINGTON

Opening doors to science, heritage, and the arts.

JOB DESCRIPTION

TITLE: Annual Fund Manager
DEPARTMENT: Development
REPORTS TO: Executive Director
FLSA STATUS: Non-exempt

SUMMARY

Position is year-round, averaging 30 hours a week.

This position collaborates with staff and board to execute fundraising aimed at increasing annual donors and partners, communicating giving impact, and securing grants and sponsorships. Inspire WA functions on a “partnership” model where cultural businesses pay dues to Inspire WA.

This is a customer facing position that involves interaction with partners, prospects, and donors on the phone, through email, virtual platforms, and in-person.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintain systems for cultural partnerships including invoices and processing dues.
- Through grants, sponsorships, events, and donations, raise \$150,000 annually for Inspire WA with oversight by the Executive Director.
- Prioritize and coordinate Executive Director’s engagement with fundraising.
- Grant writing to support tours, education events, and Arts for All initiative.
- Promote and execute effective and proactive stewardship and donor communication strategies.
- Establish a strong voice that aligns with Inspire Washington’s mission, fundraising priorities, and overall messaging and branding.
- Create, write, and edit development communications and other related materials that may include impact reporting, emails, and annual fund letters.
- Serve as project coordinator for all donor and recognition activities to create and implement systems to anticipate, schedule, track, and evaluate recognition projects.
- Facilitate creation of donor lists and implementation of donor recognition elements. Ensure that donors are recognized accurately on grounds, in print and online, and coordinating with other staff to
- Facilitate monthly partnership email series.
- Always safeguard the confidentiality of donor information.
- Maintain and adhere to policies around information gathering and sharing in

accordance with professional ethics standards.

- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's degree and two (2) or more years' related experience in development; or equivalent combination of education and experience.
- Proven project coordination skills with the ability to prioritize multiple tasks/requests under strict time constraints and meet deadlines in a professional manner.
- High attention to detail and the ability to audit work for accuracy and quality.
- Experience writing key messages to multiple audiences.
- Demonstrated knowledge of fundraising principles and techniques, direct mail appeals and grant writing.
- Ability to work independently as well as within diverse teams and environments, while treating everyone with respect.
- Excellent oral and written communication skills, with a specific ability to create donor solicitations, acknowledgements, and stewardship pieces such as engaging reports and donor profiles. Capable of writing coherent and compelling messages and content for printed, electronic, and verbal script materials.
- Ability to handle confidential information with discretion.
- Exceptional interpersonal skills, including the ability to form professional relationships and to communicate effectively, delivering exceptional customer service to a variety of stakeholders, both verbally and in writing.
- Demonstrated computer skills, including proficiency with Microsoft Office (especially Outlook, Word, Excel, PowerPoint, Access, and Teams).
- Ability to listen patiently and attentively, ability to articulate clearly and effectively, and adapt communication based on audience and purpose with inclusivity.
- Demonstrated organizational skills with the ability to balance and prioritize multiple tasks and requests and meet deadlines in a professional manner.
- Ability to employ best practices associated with position [what does "association with position" mean?], with an approach to accuracy, while displaying an on-going commitment to learning and self-improvement.
- Ability to communicate effectively and comfortably with audiences of different backgrounds and experiences.
- Ability to work a non-standard/flexible schedule, which may include weekends, evenings, and holidays.

PREFERRED SKILLS

- Experience with Salesforce and other donor software.
- Knowledge of Washington's arts & culture sector—value, challenges, and opportunities.

- Donor relations, grant writing, and individual giving.

PHYSICAL DEMANDS

- This position may be required to lift up to 20 pounds.
- Reasonable accommodation may be made to perform essential functions.

WORK ENVIRONMENT

Presently, this is a remote work position but that is subject to change.

SALARY

\$48,000 - \$56,000 annually DOE. Position is year-round, average of 30 hours per week.

BENEFITS

This position falls below the organizational threshold for Health Benefits but does provide PTO.

HOW TO APPLY

The position is open until filled. Please send a cover letter and resume to jessi@inspirewashington.org by 3/31/23. For questions, please contact Inspire Washington Executive Director Manny Cawaling, manny@inspirewashington.org.

Inspire Washington values a diverse workplace and strongly encourages women, BIPOC, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Inspire Washington provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

For more information about the organization, visit inspirewashington.org and inspirationleague.org.