

**Development Coordinator**

Gage Academy of Art is a respected non-profit organization in Seattle, which for almost 30 years, has committed itself to advancing the study of art, championing and showcasing artists, and serving as a vibrant cultural heartbeat for artists of every age, ability and economic means. Led by a hardworking board of 17 and a talented staff of 12 full-time and 15 part-time non-profit professionals, and a faculty of more than fifty outstanding artist instructors, Gage is a \$2.9M organization with a record of financial stability and a lean, program-focused budget.

Gage's mission is based on the belief that artists are made, not born: we exist to bring more art and artists into the world through a dynamic, diverse program for all ages, abilities, backgrounds and economic means. Gage complements its studio art program, free teen workshops and 4-year Atelier programs with a year-round roster of exhibitions, workshops, lectures and a variety of special events.

Gage is seeking an experienced and enthusiastic Development Coordinator to support the Development department. As a Full Time Non-Exempt employee, the Development Coordinator, will

enjoy a full benefits package and professional growth opportunities, in addition to a work environment full of passion, community involvement, intellectual excitement, artistic pursuits, and urban vibrancy.

This position is well suited for a highly-motivated individual with strong organizational and customer service skills.

The Development Coordinator reports to the Director of Development and will work closely with the marketing department.

**Requirements:**

- Enthusiastic about Gage mission & vision
- Ability to work professionally and discreetly with high level donors and trustees
- Ability to multi-task and prioritize
- Highly organized with exceptional attention to detail
- Strong written and verbal communication skills
- Willingness to learn new skills and work with multiple departments
- Motivated and reliable
- Ability to work independently while meeting multiple deadlines
- Competency in Excel, Word, Publisher, Outlook, and Proclass (or a similar donor database)
- Minimum Bachelor's Degree or equivalent professional experience
- 2 years experience working in a non-profit environment or a related field

**Responsibilities:****Individual Giving/Fundraising Coordination**

- Work with Development Director and Marketing Director to create a comprehensive timeline for annual fundraising appeals

- Work with Development Director and Marketing Director on campaign emails, social media, and campaign videos
- Use donor database to manage mailing lists
- Responsible for formatting and sending all appeal letters and donation acknowledgments
- Track donations and donor information as gifts come in
- Chart progress and outcomes of campaigns

### **Board Support**

- Track Trustee pledges, send pledge invoices & donation acknowledgements
- Update and track Trustee Giving
- Provide other board related support as needed

### **Events**

#### **Gage Spring Art Auction & Gala:**

- Work with Development Director and Marketing to ensure all Gala communications are accurate, carry the theme and messaging, and are free of errors
- Work with Development team & Events Manager on mailing lists and sending Save the Dates and Invites
- Develop efficiency with Auction Tracker software to enter all guest reservations, artwork, experience and wine packages
- Attend gala committee meetings and take minutes during meeting
- Provide other gala event-related support as needed to ensure a successful fundraising event

#### **Artwork Procurement & Coordination**

- Work closely with Executive Director on live/silent auction requests to artists and oversee follow-up
- Track Artist Info online submission forms and keep in touch with committed artists as important dates approach with reminders, necessary forms, and acknowledgments
- Create artwork labels, silent bidding cards, and winning cards for auction

#### **Reservations**

- Work with Development Director to track Table Hosts and guest RSVPs both through Auction Tracker and Proclass database
- Register guests, handle payment for tickets, and track guest information
- Provide phone customer service for gala inquiries and over the phone ticket purchases
- Create all material that goes into guest packets for night of show (bid card, labels, credit card release form)
- Work with Gala Committee to develop a guest seating chart in Perfect Table Plan software

**Acknowledgements & Receipts Post-Gala**

- Prepare and send acknowledgments for artist and guests including what their work sold for in auction
- Provide other post-event support as needed

**Best of Gage & Drawing Jam:**

- With direction from Development Director, pull lists from database for guest lists
- Work with Marketing to create mailed or electronic invitations
- Track guest RSVPs & registration for events
- Attend both events as an Ambassador for Gage and to ensure positive experience for guests

**Membership Coordination**

- Serve as lead staff contact for Gage Members and help answer questions and solve any Membership related issues with direction from Development Director
- Monitor all new and renewing Members that come through in Proclass. Create and send packets for new and renewing Members
- Monitor and track Member benefits
- Work with Marketing to send e-blasts about upcoming Member events and opportunities

**Other Support**

- Performs other duties as requested

**Employment Status:** Full Time, Non-Exempt Employee

**Hours:** Fulltime, 40 hours per week, Monday through Friday, occasional nights and weekends as required, including but not limited to; Drawing Jam, Best of Gage, the Gage Spring Art Auction & Gala and select Exhibition Openings and donor stewardship events.

**Benefits:** This position is eligible for medical, dental and vision coverage, vacation, sick leave, holidays, Gage tuition as well as a Gage Simple IRA with company contribution.

Gage is an Equal Opportunity Employer committed to a diverse and inclusive workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, marital status, age, sexual orientation, gender identity or expression, or any other legally protected status.

To Apply

Send cover letter and resume