

# FIELD ARTS & EVENTS HALL

219 N. OAK ST.  
1ST FLOOR  
P.O. BOX 71  
PORT ANGELES  
WA 98362

360.477.4679  
FIELDHALLEVENTS.ORG

## BOARD MEMBERS

—  
Brooke Taylor, PRESIDENT  
Judith Morris, VICE PRESIDENT  
Jeanne Martin, TREASURER  
Christopher Thomsen, SECRETARY  
Deborah Frazier  
Casi Fors  
Pili Meyer  
Gail Ralston  
Scott Scherer  
Bruce Skinner  
Nathan West

Steven Raider-Ginsburg  
EXECUTIVE DIRECTOR

Chris Fidler  
PROJECT DIRECTOR

## CAPITAL CAMPAIGN DIRECTOR

### THE ORGANIZATION

With its 500-seat multi-purpose auditorium and 400-seat state-of-the-art conference facility, Field Arts & Events Hall represents the newest and most significant arts, entertainment, and special events combination found anywhere on the North Olympic Peninsula.

### THE POSITION

After years of momentum on this incredible project the Field Arts & Events Hall's Capital Campaign is entering its final phase. The Executive Director and Interim Campaign Director have designed a coherent strategy and communication plan that this position will manage.

The Capital Campaign Director is responsible for leading, organizing, managing and executing a vigorous and coherent campaign to be completed over the next 12 months. The Director is supported with a full-time Capital Campaign Manager, who is primarily responsible for data tracking, collateral production, communication assistance and more. The position will report to the Executive Director yet will work closely with the Office Manager, Project Director, Capital Campaign Manager as well as Board of Directors. The Capital Campaign Director will play a lead role in implementing a well-planned Capital Campaign strategy and action plan.

The Capital Campaign Director will be focused with strong planning and organizational skills to keep the Campaign's action plan on track and moving according to schedule and plan. This position is full-time, exempt and benefits eligible. This is a fixed-term position and will conclude following the completion of the 12-month Capital Campaign. After the Capital Campaign is completed, this position will undergo a title and duties change, however will be expected to remain in the Development Department.

### DUTIES AND RESPONSIBILITIES

#### Capital Campaign Strategy and Planning:

- Serve as the internal lead for strategic development and ongoing planning of the Campaign, working collaboratively with the Executive Director, Campaign Committee and Campaign Manager

# FIELD ARTS & EVENTS HALL

## Capital Campaign Direction:

- Lead the implementation of and direct the Capital Campaign through all phases, coordinating activities between the Capital Campaign Committee and staff
- Oversee and actively direct campaign prospect lists, prospect research and prospect tracking
- Recruit and direct campaign volunteers, and the Capital Campaign Committee
- Create and oversee budget development and monitoring for any activities related to the capital campaign.
- Produce internal and external reports regarding projected and achieved goals.
- Prepare reports to deliver to Campaign Committee

## Events and Campaign Communications:

- Assist Campaign Committee in planning and implementing cultivation and recognition events
- Direct the development of capital campaign print, web and social media communications materials, with support from development team and graphic designer
- Oversee public relations and recognition throughout the campaign, including for leadership and named gifts, in coordination with Executive Director and Campaign Committee

## Cultivation and Solicitation:

- Establish solicitation priorities, manage prospect lists and research, develop, and execute targeted cultivation plans and solicitation strategies for a range of prospects
- Prepare and provide support to staff, Board, and volunteers for solicitations
- Develop strategies to increase volunteer involvement at all levels of financial development
- Work with Executive Director and members of the Campaign Committee, as appropriate, to cultivate prospects
- Work collaboratively with the Capital Campaign Committee to cultivate identified institutional prospects and prepare corporate, foundation and government grant proposals
- Ensure donor acknowledgement, stewardship and public recognition is timely and appropriate; Coordinate and manage communication to donors (i.e. thank you letters, information letters, campaign update letters, etc.)
- Participate in solicitations as appropriate
- Other duties as assigned relating to the Campaign.

## Grant Management:

- Work collectively with staff to identify and apply for grants to support the capital or operational aspects of FAEH

# FIELD ARTS & EVENTS HALL

## **QUALIFICATIONS**

- Be Proactive!
- 5+ years of development and donor relations experience required, arts organization experience preferred.
- Proven track record of success planning, managing and organizing complex efforts and events.
- Proven ability to motivate and direct a committed group of volunteers; comfortable providing direction and support to others doing fundraising solicitation.
- A deep knowledge of the philanthropic community of Clallam and Jefferson counties so as to facilitate an easy transition, is preferable but not required.
- A collaborative nature with the ability to quickly establish credibility and gain the respect and support of colleagues, donors and volunteers.
- A good listener
- A quick study
- Extremely well-organized and self-starter, capable of handling multiple tasks and establishing priorities.
- A track record as an effective communicator who is enthusiastic, articulate and persuasive, with excellent writing skills.
- Strong passion for the performing arts, community development, and/or conferences and events a plus
- Bachelor's degree or equivalent combination of education and experience.

## **COMPENSATION**

\$65-75k, plus full benefits.

- Health
- Dental
- Vision
- Retirement match (403b), after 6 months
- 12 paid holidays
- Paid Vacation and Sick Time

Applicants must submit the following to be considered for the position:

- Cover letter
- Resume

As an equal opportunity employer, we highly encourage people of color and any minority group to apply.

# FIELD ARTS & EVENTS HALL

To apply, please send resume and cover letter to Steven Raider-Ginsburg, Executive Director, at [steve@fieldhallevents.org](mailto:steve@fieldhallevents.org).

The position will remain open until filled.

## **ABOUT FIELD ARTS & EVENTS HALL**

Field Hall's **mission** is to provide a home for arts and events that brings people together and strengthens our community.

Field Hall's **vision** is to inspire, nurture and empower the local arts community and to enrich the cultural life and educational experience of residents and visitors by merging arts, science, and culture and sparking economic development.

Field Hall's **values** respects all peoples and cultures through arts excellence and inclusive programming and is a welcoming place for all in our community to connect through creativity.

Field Hall will:

- Serve, strengthen, and showcase arts and culture in Port Angeles.
- Draw people of all ages and backgrounds to downtown Port Angeles for a variety of activities year-round.
- Celebrate what is unique about Port Angeles and enhance its reputation.
- Be a core piece of Port Angeles' identity – a source of community pride.

With its 500-seat multi-purpose auditorium, 400-seat state-of-the-art conference facility, art gallery, catering kitchen, and coffee shop, Field Hall represents the newest and most significant arts, entertainment, and special events combination found anywhere in the region.

As a performing arts center, Field Hall will serve the North Olympic Peninsula as a host for artistic programming produced by new and existing local nonprofit performance, cultural, and education groups and as a presenter of world-class artistic and cinematic programming to audiences.

As a venue for conferences and events, Field Hall will serve as a modern critically needed venue for community gatherings, meetings, non-profit seminars, and local business events as well as a full-service event center for regional and national conferences, sales and marketing events, tourism conclaves, etc.

Sitting immediately adjacent to the City's new waterfront esplanade, the building features breathtaking views of Vancouver

# FIELD ARTS & EVENTS HALL

Island, the Strait of Juan de Fuca to the North, and the Olympic Mountains to the South. In so doing, its architecture captures the vibrancy, sense of community, and natural beauty of the surrounding area.