

# FIELD ARTS & EVENTS HALL

201 W. FRONT ST  
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WA 98362

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FIELDHALLEVENTS.ORG

## BOARD MEMBERS

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Brooke Taylor, PRESIDENT  
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Steven Raider-Ginsburg  
EXECUTIVE & ARTISTIC DIRECTOR

Rhoda Cerritelli  
MANAGING DIRECTOR

## DONOR RELATIONS MANAGER

### 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

The Donor Relations Manager contributes to the mission of Field Arts & Events Hall by managing consistent, frequent donor relations activities, including managing the membership program, effective gift recognition and stewardship policies and strategies. The position also manages corporate sponsorships and serves as the primary manager of donor records utilizing Donor Perfect.

The Donor Relations Manager reports to the Executive Director and works collaboratively with the Development Office, Director of Marketing, Box Office Manager and the Chief Financial Strategist to achieve the organization's annual fundraising goals. The Donor Relations Manager will assist the Development Officer in identifying qualified prospects that will generate the remaining \$9 million needed to close out the Capital Campaign. The Donor Relations Manager will ensure timely and accurate tracking of donor engagement and gifts received. The Donor Relations Manager will also be the primary liaison with prospective corporate sponsors, directly soliciting and/or pre-soliciting corporate sponsorships, including program ads.

The Donor Relations Manager creates unique donor engagement and stewardship opportunities, communications, and events that demonstrate the value and impact of philanthropic investment, increase revenue, drive philanthropy results and grows the membership program.

### DUTIES AND RESPONSIBILITIES

- Co-Lead the membership program with support from Artistic, Box Office and Marketing. Design and execute all membership events. Support white glove service for top-tier memberships. Grow membership program. Design and execute a membership communications plan.
- Partner with key stakeholders across staff and Board of Directors to achieve the annual fundraising and corporate sponsorship goals, as well as consistent, effective donor relations policies and practices.
- Prospect qualification; provide cultivation and solicitation support to the Development Officer and Field Hall leadership.
- Share accurate timely fundraising data with the Executive Director and Chief Financial Strategist for the purpose of internal and external reporting.
- Work closely with the Office Manager, Finance Manager/Bookkeeper, and Board Treasurer on pledge and payment reporting accuracy and reconciliation.
- Work closely with Artistic, Marketing and Box Office to support and grow the sponsorship program.

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## **QUALIFICATIONS**

- Be Proactive!
- 3+ years of development and donor relations experience required, arts organization experience preferred.
- Proven track record of success planning, managing and organizing complex campaigns and events.
- Proven ability to motivate and manage 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.
- 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**

\$60,000, plus full benefits.

- Health
- Dental
- Vision
- Retirement match (403b), after 6 months

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand for short periods of time (1.5+ hours); walk; use hands; handle or feel; reach with hands and arms. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Acute hearing is required when providing phone and personal service. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl. This employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds (with assistance if necessary.) Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

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

- Cover letter
- Resume

As an equal opportunity employer, we highly encourage people from any historically underrepresented group to apply including

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people of color, persons with disabilities, and members of the LGBTQ community.

To apply, please send resume and cover letter to [info@fieldhallevts.org](mailto:info@fieldhallevts.org) with subject line Donor Relations Manager - Your Name.

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.