



**Position title:** Development Associate  
**Reports to:** Director of Development  
**Classification:** Full time/Non-exempt

**Date:** 8/28/2022

*Flying House Productions, the nonprofit organization that governs Seattle Men's Chorus and Seattle Women's Chorus, welcomes candidates that have faced barriers by equity-seeking groups. BIPOC, LGBTQ, women, and candidates with disabilities are strongly encouraged to apply.*

#### **About Seattle Men's Chorus/Seattle Women's Chorus**

The [Seattle Men's Chorus](#) and [Seattle Women's Chorus](#) comprise one of the largest community choral organizations in North America, and stand out as among the largest LGBTQ-identified men's and women's choruses in the world. As one of the Pacific Northwest's most vibrant and successful arts organizations, our choruses bend genres and inspire social justice for an annual audience of more than 25,000 patrons.

#### **Our Mission**

Our voices transform society through innovative and entertaining programs that build community, illuminate the experiences of LGBTQ people and their allies, expand inclusion, and inspire justice.

#### **Our Vision**

A more harmonious world that celebrates the unique identities and talents of all people.

#### **Summary**

The Associate Director is an enthusiastic relationship builder who works closely with the Director of Development to manage all aspects of the institutional funder portfolio (foundations, government, and corporate sponsors), as well as some key individual relationships, to support the company's full array of programmatic and strategic initiatives, including the signature special events such as the GALA Dinner/Auction, Donor Cultivation Events, and the Annual Campaign.

As one of the primary managers for all institutional relationships, the Associate Director is responsible for a portfolio of current and prospective institutional funders. The portfolio may also include a small number of individual donors. This includes (but is not limited to) needs assessment, research, and cultivation of institutional contacts, creation of sponsorship materials, creation of grant and sponsorship reports, acknowledgments, and management of all institutional giving records. The Associate Director, under the direction of the Director of Development, will collaborate with an outside grant writer, as needed, and regularly generates financial reporting and analysis related to institutional giving for the department.

The Associate Director attends all SMC/SWC performances and special events, as needed, for logistical support and in support of donor cultivation and stewardship. They are also responsible for ensuring appropriate crediting and sponsor recognition for all performances and events, including both individual and institutional production sponsors, as directed by the organizational leadership of the chorus.

#### **Essential Job Functions**

(Responsibilities, accountabilities and competencies; may not include all duties of this job)

##### **Portfolio Management:**

- Manage a portfolio of current and prospective institutional funders, with a strategic focus on new sponsor acquisition and exceptional stewardship of current funders. Portfolio may also include a small group of individual donors & prospects. Specific responsibilities include identification, cultivation, and stewardship of

corporate, foundation and government prospects, development of fundraising strategies, and preparation of proposals, applications, reports, budgets, correspondence and other written and financial materials.

- Proactively identify new corporate and foundation grant opportunities; look for opportunities to initiate contact on behalf of SMC/SWC.
- Working with the DOD, establish and maintain relationships with foundation program officers, business and community leaders, corporate giving managers, and government officials to build increasing levels of engagement and support.
- Track and report submission and reporting deadlines.
- Work collaboratively with appropriate staff to develop program descriptions, budgets and other materials as required for proposals and reports.
- Ensure accurate and timely donor recognition for all individual and institutional donors in printed materials, programs, and digital communications.
- Manage timely distribution of sponsorship materials, including communication regarding upcoming events, performance tickets, logo recognition, and other benefits as appropriate.
- Ensure excellent customer service is provided to donors through accessibility to staff and leadership, timely responsiveness, quality in all interactions and personalized communications.

### **Skills and Qualifications**

- 4-7 year's development, fundraising, or related sales experience
- Knowledge of fundraising principles and the funding process for institutional funders
- Experience building relationships with community, business, and government leaders
- Superior written and verbal communication skills, with demonstrated ability to motivate and inspire through written word
- Strong analytical skills, particularly with comprehending and building project budgets
- Ability to work evening events periodically
- Bachelor's degree or equivalent combination of education and experience
- Fully vaccinated and boosted for COVID19 (proof required)
- Passion for the SMC/SWC's inclusive atmosphere at the intersection of arts and social justice

### **Competencies**

- Demonstrate comfort in a high growth, high output environment
- Be a self-starter and goal driven to initiate and successfully manage donor visits and fundraising calls
- Capacity to effectively prioritize and manage multiple tasks simultaneously to meet deadlines consistently
- Ability to be self-directed and work independently in an extremely fast-paced work environment focused on growth
- Must be able to handle sensitive, confidential information with discretion and professionalism
- Demonstrate leadership initiative, display a positive attitude, show concern for people and community,
- Demonstrate presence, self-confidence, common sense and good listening ability

### **Computer Skills**

- Proficient with Microsoft Office Suite, including Word, Excel & PowerPoint
- Proficient with CRM donor database software
- Proficient in web-based research tools

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*



**Benefits and Compensation:**

- Full time (40 hours+), hourly, non-exempt
- Rate: \$60,000 - \$70,000 (DOE)
- Vacation, holiday, and sick leave
- 100% Employer Paid Healthcare and dental coverage + other generous benefits

**TO APPLY:** Please send resume and include a brief note in your email detailing the strengths you bring to this position. Electronic submissions preferred in PDF to [staffing@seattlechoruses.org](mailto:staffing@seattlechoruses.org) with the subject line "Development Associate". No phone calls please. Review is rolling and position is open until filled.

Flying House Productions is an equal opportunity employer committed to diversity. It is the policy of FHP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. FHP is committed to providing a work environment free from discrimination and harassment and does not discriminate based on class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.*