



Diversity is CLEAR™

Ordinary people with extraordinary vision can redeem the soul of America by getting in what I call good trouble, necessary trouble. - Congressman John R. Lewis (1940 – 2020)

TACOMA ARTS LIVE

Director of Development

Compensation: \$115,000 - \$130,000

Invitation to Apply

Tacoma Arts Live is a 501(c)(3) non-profit 42 year-old arts organization that is committed to producing the highest quality programs and to the belief that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences. We also manage the historic Tacoma Armory on behalf of a private owner. We are seeking a **Director of Development** and encourage qualified individuals who bring diverse perspectives to the workplace to apply!

Tacoma Arts Live is recognized for leadership in presenting world-class performing artists, providing one of the largest performing arts education programs in Washington State - serving 50,000 students, teachers, and families annually in the South Puget Sound, including deep levels of service with our Kennedy Center Partners, the Bethel, Puyallup, and Tacoma School Districts.



Mission:	<i>Energizing Community through Live Performance</i>
Vision:	<i>A South Sound community that honors all cultures and enjoys shared prosperity</i>
Values:	<ul style="list-style-type: none"> • <i>Openness (staying transparent and eager to collaborate)</i> • <i>Joy (celebrating our humanity)</i> • <i>Courage (smart risk-taking, learning, changing)</i> • <i>Diversity (reflecting our community onstage and off)</i> • <i>Inclusiveness (inviting broad access, building strong relationships)</i> • <i>Stewardship (honoring the legacy we inherit, nurturing the future)</i>

DIVERSITY, EQUITY, INCLUSION, ACCESSIBILITY AND ANTI-RACISM

Adopted in 2016, the vision of Tacoma Arts Live: A South Sound community that honors all cultures and enjoys shared prosperity. We acknowledge that this vision is dynamic. It demands a constant process of reflection, critical analysis, dialogue, and change, rooted in a commitment to confronting both institutional and structural racism. Realizing this vision requires us to challenge and re-craft existing decision-making and power structures, listen deeply, and revise both policies and practices. We are challenged to examine our biases with humility and declare shared goals forged in partnership with community voices.

Please submit your application no later than June 28, 2021 to Norman@CLEAR-Consulting.Biz



We recognize that transforming events and venues that once symbolized exclusion and elitism into true community gatherings is a long-term endeavor. Tacoma Arts Live is committed to confronting the multidimensional nature of accessibility in economic, geographic, racial and cultural terms, among others. Learn more about our [Diversity, Equity, Inclusion, Accessibility and Anti-Racism work](#).

ABOUT THE OPPORTUNITY:

Tacoma Arts Live seeks to add a dynamic, collaborative thought and strategy partner to our leadership team as the next **Director of Development**. The ideal candidate will lead and execute a comprehensive Development strategy for the organization to include the seamless integration of planned giving, capital campaigns, annual fund, major gifts, special events, donor cultivation and recognition programs. The previous Director of Development is now a current Board Member. The position reports to the Executive Director and works with the below leadership team:

Key Collaborators:

Alan Uhlemann , Human Resources Manager – newest member of the leadership team	Kristine Finch , Associate Director of Development: 5-year member who enjoys cross-company collaborations and stewarding donor relationships
David Fischer , Executive Director : a nationally recognized performing arts leader with 40 years in the arts, 15-year member at Tacoma Arts Live	Lacey Wright , Associate Executive Director: 20+ year member who started at Tacoma Arts Live as a work study student
Holly Klindt , Executive Assistant & Project Manager: 5-year member joining the team after being impressed with David Fischer’s openness and the organization’s transparency and commitment to professional development	Robyn Engleking , Director of Finance: 5-year member who enjoys combining her expertise with numbers and her love of theatre
Katie Lappier , Director of Education: 14-year member who started as a teaching artist and now also serves as Board Chair for ArtsEd Washington .	Scott Painter , Director of Operations: 16-year member responsible for managing all aspects of Tacoma Arts Live productions

The Director of Development serves as an essential contributor to Tacoma Arts Live’s culture and success by:

- Actively spearheading a comprehensive planned giving program where Development is an organization-wide effort
- Championing Equity, Diversity, Inclusion, Accessibility and Anti-Racism work of the organization, including rotationally leading the internal effort, by attending all-company trainings and while at community events
- Engaging with and modeling Tacoma Arts Live’s vision, mission, and values in all aspects of work

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The Director of Development role will include the following:

- Take initial time to listen, learn, and understand all elements of Tacoma Arts Live
- Build a 21st century relationship-driven Development department while providing direct supervision, mentoring and leadership for the team
- Work with department heads to establish long-range resource goals and plans
- Meet or exceed annual financial goals of fund development through direct asks and enabling others to ask
- Ensure that day-to-day functioning of Development meets and furthers our Strategic Plan
- Provide management reports with Key Performance Indicators for all Development functions: DEIA goals, grants, sponsorships, major gifts, Donor Retention/Attrition, and Donor Satisfaction, et al to ensure effective management of these key areas
- Train and support Board members to increase successful board participation in fund development activities
- Represent the organization at professional gatherings and at civic social events, conventions, committee and various trustee and staff meetings
- Diversify and expand Tacoma Arts Live donor community
- Ensure that the donor database and internal control systems are properly aligned, designed, secured and maintained; and provide meaningful and timely information.
- Perform other duties as assigned by the Executive Director

ABOUT YOU, OUR IDEAL CANDIDATE:

Ideal candidates will be passionate about the impact philanthropy has to meet our organization's mission of energizing community through live performance. We seek an individual accomplished in significant fundraising, able to engage our Board and the broader South Sound community, and who understands how to use a strategic framework to drive giving. The new Director of Development will be a strong collaborative partner with demonstrated success working as part of an executive team.

Qualifications:

- Compassion, great listening skills, self-starter, with 10+ years of demonstrated successful experience in philanthropic-related roles, with at least three years of supervisory/management experience. Experience partnering cross-functionally to achieve organizational cultural change.
- A successful track record delivering full-range philanthropic services to organizations similar to our ~\$6 million annual operating budget. ***We look forward to reading more about your record in your cover letter.***
- Expertise in Diversity, Equity, Inclusion, and Accessibility frameworks and an ability to relate to diverse professional, cultural, and social perspectives.
- Outstanding written and verbal communication skills; highest level presentation, negotiation, project management, and problem-solving skills; and exemplary customer service skills required.
- Collaborative and collegial management style who also has a good sense of humor.
- Demonstrated passion for the arts.
- Strong work ethic, superior record of ethical service, and strategic and leadership coaching skills.
- Proficiency in Microsoft Word, Excel, PowerPoint, and internet-based research.

Preferred Qualifications:

- **Certified Fund Raising Executive (CFRE) or Advanced Certified Fund Raising Executive (ACFRE)** certification; work experience with a social-profit organization, or in the arts.

Physical Demands: Some carrying and lifting up to 25 pounds.

Working Environment: Noise fluctuates between quiet and moderate. ***Currently, this position is remote.***

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Applications due by June 28, 2021. The position will be open until filled. In your application, in addition to discussing your ability to meet the above responsibilities, **please answer the following questions:**

1. Please describe how you develop and execute fundraising strategies to ensure a diverse donor base?
2. What has been your most significant accomplishment in the field of Philanthropy and why?
3. How have you included Racial Equity within your work and what has been the impact?

We invite interested applicants to submit a cover letter including your answers to the three questions above, salary requirements, three professional references and resume to: Norman Sigler at Norman@CLEAR-Consulting.Biz - include in subject line: **Director of Development**. *No phone calls please.*

Tacoma Arts Live is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, creed, color, religion, national or ethnic origin, gender or gender identity, age, veteran status, sexual orientation, marital status, disability or any other protected status as provided by law.

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