

## **JOB POSTING: Development Manager**

### **THE OPPORTUNITY**

*ICCA is seeking a new team member with a passion for the arts, people, and fundraising to join our team as our new Development Manager. This role will work alongside staff, volunteers, and the Board of Directors, and report to the Executive Director.*

*The Development Manager, with direct support from the Executive Director, will develop and implement strategies to meet financial goals, build relationships with donors, oversee fundraising events, and collaborate with other departments to maximize fundraising efforts including securing corporate sponsorships, grants, planned giving and bequests, and individual donations. Contributed revenue currently accounts for 55% of ICCA's annual budget, with annual goals in the \$500k - \$600k range.*

### **JOB DUTIES**

- *With the Executive Director, create and implement a fundraising plan to nurture and grow annual revenue from a diversity of sources, including foundation and government grants, corporate giving and sponsorships, annual giving, events, and major gifts.*
- *Actively identify, cultivate, solicit, and steward donors and funding partners.*
- *Depending on experience, research, write and manage grants applications, reports, and fundraising appeals.*
- *Maintain all donation and donor information, providing reports as needed to the staff and public recognition and other benefits for all patrons.*
- *Plan and direct marketing and social media regarding fundraising messaging, in collaboration with leadership as needed*
- *Design and execute special fundraising events that directly relate to our mission.*
- *Serve as an ambassador for ICCA.*
- *Work with the entire ICCA community (staff, Board, donors, artists, and stakeholders) in a professional and positive manner that is team-centered and proactive.*
- *Additional areas of responsibility in other areas of the organization, depending on organizational need and personal interest.*
- *Assist with "all hands" support as needed. The "all hands" concept involves actively participating in different roles and pitching in when asked. It includes being an ambassador for the organization, assisting with events, general office management, and providing staff support when needed. It emphasizes collaboration among coworkers and community partners.*

### **REQUIRED QUALIFICATIONS INCLUDE**

- *A collaborative working style that thrives in a fast-paced, dynamic environment.*
- *Enthusiasm for establishing relationships and fundraising.*
- *Knowledge and familiarity with the Upper Valley, Chelan, Douglas, Okanagan communities.*
- *Cultural competency, and a commitment to inclusive and anti-racist practices.*
- *Demonstrated integrity and the ability to exercise confidentiality and sound judgment.*
- *Excellent written and oral communication skills.*
- *Comfortable with MS Office and other general office and productivity software.*
- *Ability to work nights and weekends, as needed.*

### **DESIRED QUALIFICATIONS INCLUDE**

- *A proven track record of successful fundraising experience, preferably in a performing arts organization, with experience cultivating individual donors, soliciting corporate giving and sponsorships, and grant writing.*
- *Experience with a CRM or donor management software. (PatronManager in particular).*
- *Event planning and management experience.*
- *Education in Arts Administration, Nonprofit Management or applicable field, BA or MFA preferred.*
- *Spanish speaking a plus.*

### **COMPENSATION**

*This position is hourly. Wage is commensurate with experience, in the range of \$27-\$35/hr DOE starting at 20-30 hrs/wk with the potential to grow to full time. Benefits can include health, dental, vision, and life insurance (25% employee contribution), paid ongoing education, PTO, and flexible WFH options.*

### **TO APPLY**

*Please send your cover letter and resume to Executive Director Monica Miller at [monica@icicle.org](mailto:monica@icicle.org) Please put "Development Manager – Candidate Last Name" in the subject line. Incomplete applications will not be considered. Please, no phone calls. Applications will be accepted on a rolling deadline, with consideration beginning immediately. We will look for the successful candidate to begin work in the Fall of 2026.*

### **WHO WE ARE**

*Icicle Creek Center for the Arts produces unforgettable arts and education experiences, welcoming a diverse mix of world-class and regional talent from all artistic disciplines to our 13-acre campus in Leavenworth, WA. Three gorgeous performance venues, cabins, and rehearsal spaces are busy throughout the year, creating an awe-inspiring home for classical*

*music, concert dance, live theatre, film screenings, educational camps, concert series, and artist residencies.*

*ICCA has an ambitious strategic plan to expand both artistic programming and educational activities, leveraging key regional and community partnerships to grow both the quality and capacity of the experiences we offer. The idea or sense of “space” is integral to the identity of the organization, and all our programming is inherently tied to the mountains, rivers, and trees that shape our home along with the seasons that guide us through the year.*

*Leavenworth, WA is a charming “Bavarian village” located within an easy drive of Seattle, with Portland, Spokane, and Vancouver BC just a few hours further afield. A year-round tourist destination, Leavenworth is nestled in the foothills of the Cascade Mountains and boasts incredible outdoor recreation, a growing arts & culture scene, and was recently named the “#1 Christmas Town” in the nation. Local residents enjoy a “small town” community and pace of life, but with easy access to the benefits of Seattle – including world-class arts organizations, several extremely successful professional sports teams, a thriving restaurant scene, and one of the most active outdoor recreation communities in the world.*

[icicle.org](http://icicle.org) ||| [leavenworth.org](http://leavenworth.org)

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*ICCA is committed to an anti-racist practice rooted in equity, diversity, inclusion, and accessibility. We are proud to be an equal opportunity employer. BIPOC individuals (Black, Indigenous, and People of Color), women, gender nonconforming folx, and people with disabilities are encouraged to apply.*