

## **JOB DESCRIPTION: Director of Philanthropy**

Icicle Creek Center for the Arts *(rev. June 15, 2024)*

### **MISSION | VISION | VALUES**

The mission of Icicle Creek Center for the Arts is to ignite creativity and foster the human spirit through the power of art. Our vision is to become a thriving center for arts education and performance, nestled in the foothills of the Cascade Mountains, renowned for our commitment to excellence and innovation. We present a range of arts reflecting the diverse interests and passions of our community. And we're driven by our values including financial responsibility and dedication to serving our community through performances and educational programs that are accessible and impactful.

### **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.

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.

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

### **THE OPPORTUNITY**

Icicle Creek Center for the Arts ("ICCA") is seeking an ambitious, proactive, community-minded arts professional with a passion for storytelling and fundraising to join our team as the Director of Philanthropy. This role will work alongside staff, volunteers, and the Board of Directors, reporting to the Executive Director.

The Director of Philanthropy will lead all efforts responsible for the generation of philanthropic revenue, 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 \$600 - \$700k range.

This role will also collaborate with the team to uplevel communication initiatives and public relations projects, contributing to a cohesive narrative that shares the value and impact of the work that ICCA does in and for our community.

A member of a tight knit and collaborative team, the Director of Philanthropy will work closely with the rest of the staff, especially with the Director of Arts & Education and the Executive Director as a thought partner and collaborator.

## **JOB DUTIES**

- Serve as an ambassador of ICCA to the community, sharing an authentic passion for the performing arts and arts education along with a genuine appreciation for the individual donors and organizations who support this work.
- Working with the Executive Director, create and implement a fundraising plan to nurture and grow revenue from a variety 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.
- Write and manage grant 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.
- Lead the development and constant improvement of communication initiatives including press releases, website and social media copy, newsletters, and donor communications.
- Participate in the long-term vision setting and program development, exercising collaborative leadership with the rest of the ICCA staff looking towards the future.
- Assist in social media outreach and community promotion of ICCA events.
- Maintain a presence at some of the ICCA events produced by other departments, and attend major “all hands” events as needed throughout the year.
- 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.

## **REQUIRED QUALIFICATIONS INCLUDE**

- A passion for the performing and visual arts.
- A “startup” mentality that iterates often, pivots quickly, and is always learning.
- A collaborative working style that thrives in a fast-paced, dynamic environment.
- Cultural competency, and a commitment to inclusive and anti-racist practices.
- Demonstrated integrity and the ability to exercise confidentiality and sound judgment.
- Willingness to give and receive constructive feedback.
- 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 at either the undergraduate or graduate level in Arts Administration or Nonprofit Management.
- Spanish-speaking a plus.

*These qualifications are indicative of the types of candidates we are seeking for the role. However, we realize that a wonderful candidate may bring a wealth of experience that is not described in this list, and we encourage people with a passion for the work to apply, regardless of if they have the listed qualifications.*

## COMPENSATION

The salary range for this role is \$65,000 - \$85,000 at 1.0FTE (40 hours a week), DOE.

Benefits include health, dental, and vision insurance (25% employee contribution), Unlimited PTO (after 90 days), flexible WFH options, and paid ongoing education.

## TO APPLY

Please send your resume and a cover letter sharing why you are interested in this role to Executive Director Phil Lacey at [phil@icicle.org](mailto:phil@icicle.org).

If you are interested in the role but would benefit from asking clarifying questions before applying, feel free to reach out via email. Please, no phone calls.

Applications are accepted on a rolling basis, with consideration beginning immediately. We look forward to a successful candidate beginning work in the late summer or early autumn of 2024.

*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.*