

# **JOB POSTING: Director of Development**

## **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.

In these first few years coming out of the pandemic, new leadership at ICCA have created 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 (though not in 2021, unfortunately), 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)

## **THE OPPORTUNITY**

ICCA is seeking an ambitious arts professional with a passion for storytelling and fundraising to join our team as Director of Development. This role will work alongside staff, volunteers, and the Board of Directors, and report to the Executive Director.

The Director of Development 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 \$750k - \$1m range.

A member of a tight knit and collaborative team, the Director of the Development will work alongside the Marketing Director, Director of Artistic Engagement, the Manager of Camps and Education, and especially alongside the Executive Director as a thought partner and collaborator.

## **JOB DUTIES**

- Serve as an ambassador for ICCA, one who is passionate about the mission and the performing arts, and one who is genuinely curious and appreciative about the individual donors and organizations who help support it.
- 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.
- 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.
- 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.
- Enthusiasm for establishing relationships and fundraising.
- 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 or Nonprofit Management, BA or MFA preferred.
- 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 desired qualifications.*

## COMPENSATION

Salary is commensurate with experience, in the range of \$60,000 - \$75,000 DOE. Benefits include health, dental, vision, and life insurance (25% employee contribution), paid ongoing education, unlimited PTO, and flexible WFH options.

## TO APPLY

Please send your cover letter and resume to Executive Director Phil Lacey at [phil@icicle.org](mailto:phil@icicle.org).

Please put "Director of Development – 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 late spring or early summer, 2022.

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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.*