



Cascadia Art Museum

Art of the Northwest 1870-1970

Donor Relations Manager – Job Description

The Donor Relations Manager will work closely with the Executive Director to plan and implement the fundraising initiatives for the museum. The Development Manager will be responsible for coordinating fundraising activities and developing effective donor communication strategies. The ideal candidate will have strong organizational skills, excellent communication abilities, and a keen interest in fundraising and development. The Development Manager should have a proven track record in nonprofit development, community outreach, or a related field.

Responsibilities

Assist in the planning and coordination of fundraising events, campaigns and programs. Set response goals, plan follow up, and track progress toward goals.

- Serve as the lead for the annual Summer Stars Gala & Auction in August and other development events.
- Serve as the lead for the Business Partner Program & Cascadia Circle Membership program
- Serve as the lead for low to mid-level donor acquisition plan
- Handle administrative tasks related to fundraising
- Track fundraising metrics and prepare reports on fundraising activities
- Oversee the work of the museum's contracted Grant Writer in grant writing and grant reporting
- Oversee the planned giving program and activities.
- Other duties as assigned

The ideal candidate will have a strong record of fund development and donor relations experience, as well as independent follow-through on multiple projects. We are looking for a team member who is highly organized, independently motivated, and committed to excellence in attention to detail.

- Successful track record of leading special events fundraising.
- Excellent written, verbal, and interpersonal communication skills
- Knowledge of fundraising strategies and donor relations
- Serve as an ambassador for the museum. Cultivating new prospective donors and stewarding existing donors.

Part Time – 30 hours a week.