



EMPOWERING TEEN ARTS AUDIENCES SINCE 2004

305 Harrison Street, Seattle WA 98109 • 206.233.3959 • www.teentix.org

FUNDRAISING MANAGER

Direct Supervisor: Deputy Director

Department: Fundraising

Regularly Collaborates with: All staff, but particularly the Communication Specialist, and Digital Marketing Coordinators (x 3 young people) for all fundraising related communications

Position Status:

- Full time – 40 hours/week, \$54,080 annual salary, full medical & vision
 - We have been working from home during the COVID-19 pandemic. Majority of work will be during weekday business hours 10am - 6pm M-F, some evening and weekends per needs of programs and events. Starting Summer 2022, we will transition to regular in-office work Tues-Thurs, with Mon & Fri work-from-home.
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OVERVIEW OF POSITION

We are looking for a talented, passionate, thoughtful, and innovative arts leader to join Team TeenTix as our Fundraising Manager!

Teentix is in an exciting period of growth and expansion. We have ambitious plans for our programs and our fundraising program. This position is a great opportunity for someone who is looking to get an expansive fundraising experience growing our annual giving program.

We are seeking an energetic go-getter, who will bring strong organizational and communication skills to advance Teentix's annual giving via individuals and corporations; our monthly giving club, our annual fundraising gala, online and peer to peer fundraisers, and our community-building events. This person will work with the Deputy and Executive Directors to grow and steward our Major Gifts Program.

They will collaborate with all members of our team, including staff, teens, Board, Alumni Advisory Council, and committees to execute an annual revenue plan, inclusive of individual support (33%) and corporate support (3%). Teentix's FY22 approved operating revenue is \$332,308.

This position is supported by a strong working Fundraising Committee, consisting of local philanthropy leaders and fundraising specialists. This group provides direct mentorship and regular tactical support to the Fundraising Manager.

OUR COMMITMENT TO ANTI-RACISM

Teentix is an anti-racist organization that is actively working to identify, name, and correct institutionalized racism and constructs of white supremacy within our own



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organization, and to help our partnered arts and culture organizations do the same. To that end, all staff, interns, and TeenTix leadership participate in anti-racism work through group and independent learning, engagement in regular discussions at staff meetings, and act as active participants in work being done in the community. Our programs work to uplift marginalized voices in arts leadership and arts journalism, and to increase access to art.

We recognize that a key method to shifting constructs of white supremacy and inequities built into traditional fundraising practices is to follow community-centric fundraising principles, such as centering race, supporting our nonprofit partners, valuing transparency with all of our audiences - especially young people, and working together as a tiny but mighty staff to approach all challenges and opportunities as they arise. Our Fundraising Manager will be someone who is willing to jump into these efforts, to help drive organizational change, to challenge institutional practices, and to ensure youth voices are always at the center of TeenTix. Please read more about how we approach addressing our equity work [on our website here](#).

ESSENTIAL RESPONSIBILITIES

This person will manage TeenTix's annual fundraising cycle and public engagement. This position *is not* responsible for earned revenue or grant writing.

Annual Giving:

- Responsible for creation, implementation, and strategic expansion of an annual fundraising plan, with support from the Deputy Director and Executive Director, through direct mail, events, online campaigns, and monthly giving.
 - **GIVING CAMPAIGNS:** GiveBIG, Back to School, End of Year, [Honors Society monthly giving](#).
 - **ANNUAL GALA:** Leads all aspects of the (spring) Gala in collaboration with the Deputy Director and Development Committee. Includes guest registration, table captain coordination, sponsorship solicitation, programmatic support, messaging, and event logistics.
 - **CULTIVATION EVENTS:** Develops and leads regular donor cultivation events with support from staff, Development Committee, and Alumni Advisory Board, including arts outings, happy hours, tabling at community events, summer and end-of-year parties, and teen-led events.
- Manages and leads the execution of an overall solicitation, cultivation, and stewardship calendar.
 - Designs, writes, and manages the distribution of all fundraising-related communication materials and platforms.
 - Collaborates with the Communications Team to include fundraising and stewardship in regular social media, e-news and mailings.
- Primary donor relations contact, building and maintaining positive relationships.



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- Manages and maintains the donor database (Kindful), keeping accurate data, tracking moves management, contact reports, in-kind gifts, and volunteer time, donor acknowledgements, and tax receipts.
- Supports TeenTix teens, Board, and Alumni Advisory Council in their fundraising for TeenTix.

Major Gifts & Corporate Support:

- Supports the growth of TeenTix major gifts pipeline by evaluating capacity and providing recommendations to the Deputy and Executive Director.
 - Identifies and works with the Deputy and Executive Directors and Grantwriter to execute on corporate support opportunities.
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QUALIFICATIONS

Your previous experience should include:

- 2+ experience in fundraising in a non-profit setting or equivalent experience. Relevant education (such as study in arts management, non-profit development, and fundraising) a bonus
- Experience with effective communication and collaboration with a diverse range of people including staff, board, supporters, and teens

You should flourish in a human-paced work environment:

- Stellar written and oral communication skills
- Ability to collaborate or work autonomously
- High level of detail and personal organization
- Ability to get along with young people in an office-environment, including support and mentorship of those in our programs and on our team
- Entrepreneurial spirit, willingness to support and participate where needed

Your values should encompass:

- An enthusiastic commitment to equitable access to art for all young people but *especially* for teens who have been excluded from arts participation, including teens of color, LGBTQIA, low-income, English as a second language, and with unstable housing
- A love of discussing and engaging with art amongst individuals of all ages
- A love of learning, and a desire to gain new information and skills
- A strong passion for social justice and arts access

We give you bonus points for:

- A personal involvement in the arts as an art-maker or art-buff
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THE TEENTIX CULTURE

Teentix is an organization that is deeply committed to helping our employees achieve their career goals and maintain a good quality of life while working hard at a small non-profit. Teentix regularly works horizontally and prioritizes collaboration and all staff having input in decision making, which helps everybody stay accountable to one another. All of our staff engages in a regular arts practice, and is supportive of creating an environment that allows for a personal relationship with art and community. The work is challenging, fun, inspiring, sometimes frustrating, most frequently extremely rewarding, and is possible with an artist-or-family-friendly schedule. As the central office of a community-wide effort to engage young people with the arts, Teentix enjoys amazing access to a wide variety of arts organizations and colleagues.

WHAT YOU WILL GET

Full time, 40 hr/week position with a flexible, family-friendly schedule, \$54,080 annual salary. Additionally, professional development opportunities will be supported by Teentix per your areas of interest including but not limited to secondary education, conferences, speaking engagements, and trainings.

- 40 hours/week, full-time salary (\$54,080), exempt
- Full Medical and vision benefits \$50 transportation monthly stipend

Employees receive benefits in accordance with the hours regularly worked:

Type of Leave	Teentix Offers	This Position Will Receive
Holidays	14 Paid Holidays	8 paid hours/holiday
Vacation	12 Days Paid Vacation	3.694 hours accrued per pay period during first year of employment
Paid Time Off (PTO)	PTO used for non-vacation or holiday time including bereavement leave, care-taker needs, mental health days, religious holidays (not included in other paid holidays), personal days, and sick time	96 hours PTO accrued per year

TO APPLY

Young people, people that identify as queer and/or non-binary, and people of color are strongly encouraged to apply. Your time will be respected and you will not be asked to treat yourself as an unlimited resource.

Please send a resumé and cover letter to jobs@teentix.org. Cover letter may be in the form of a written or video submission.



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We will begin reviewing applications on July 1, 2022. We will continue to review applications on a rolling basis after that date. Zoom or in-person interviews will be conducted on an ongoing basis with Teentix's Executive Director and Deputy Director. Applicants who are invited for further interviews will be asked to submit two samples relevant to this position (please only provide existing samples of work you have been involved in, such as a fundraising calendar or campaign letter), and will be joined by staff, teens, and board.

We hope to fill this position by September 1, 2022.