DIRECTOR OF FUNDRAISING

Direct Supervisor: Executive Director
Direct Reports: Fundraising Specialist (TeenTix is currently hiring), Content Creator (youth), Event Support (contractor), Grant Writer (contractor)
Strategic Collaboration with: Leadership Team, Campaign Support (contractor)
Department: Fundraising

OVERVIEW OF POSITION
We are looking for a talented, passionate, thoughtful, and innovative arts leader to join Team TeenTix as our Director of Fundraising!

The Director of Fundraising will join our Leadership Team including the Executive Director, Deputy Director, and Teen Programs Director to implement and envision TeenTix’s future. They will collaborate with all members of our team (from staff to board to teens) to execute an annual contributed revenue plan, inclusive of individuals (20%), foundations (27%), government (17%), corporations (3%), events (15%), stewardship and community building. TeenTix’s FY23 approved operating revenue is $532,955. This position is not responsible for earned revenue.

We are seeking an energetic go-getter who will bring strong leadership, organizational and management skills, and a commitment to youth empowerment to TeenTix while working to strategically advance our engagement with the community. This position can leverage the expertise of our Fundraising Committee, three local fundraising leaders and specialists.

The Director of Fundraising will be a key partner on our leadership team to ensure the success of the following organizational initiatives; ensure staff feel supported and mentored, guide strategic program growth, support the production of our events for teens and supporters, engage with our community, and invest in our anti-racism initiatives alongside staff, board, and teens.

THE TEENTIX CULTURE
TeenTix is an organization that is committed to helping our employees achieve career goals and maintain a good quality of life. Your time will be respected and you will not be asked to treat yourself as an unlimited resource. TeenTix regularly works horizontally and prioritizes collaboration. All staff have input in decision making, which helps everybody stay accountable to one another. Staff engage in regular arts practices and are supportive of an environment that allows for a personal relationship with art and community.

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 - especially young people, and working together as a staff to approach all challenges and opportunities as they arise. Our Director of Fundraising will be someone who is willing to support these efforts, help drive change, challenge practices, and ensure youth are at the center of TeenTix.
TEENTIX IN 2023 AND BEYOND
TeenTix is in an exciting period of growth and expansion. In 2024 we will celebrate our 20th anniversary and we have ambitious plans for our teen programs and organizational growth. Each person on our small but mighty team plays a key part in seeing this vision through. This position is a great opportunity for someone looking to join a small, hard working team, collaborate with colleagues, experiment with new ideas, take ownership of projects, and implement strategies to lead TeenTix into the next 20 years.

Since our inception, we have been responsive to the needs of youth and our community, evolving to create unique and impactful programs that open the world of the arts to young people of all backgrounds - and vice versa. TeenTix currently partners with 133 arts and cultural institutions in the Pacific Northwest, has recently expanded our programming to Los Angeles, and provides 6 teen programs to youth globally. We’ve heard directly from youth that they feel tremendous value in accessing arts experiences they would have otherwise never known about, connecting to a dynamic community of peers, and the opportunity to share their opinions within the art world.

We are excited and energized by the clear demand for TeenTix, and to invest in our future success, we have launched a multi-year Capacity Building Campaign focused on the following:

1. **Focus 1 - Career Pathways for Arts Professionals** Legitimizing and bolstering creative careers for local youth, while raising TeenTix salaries and wages, raising the bar for how a thriving, human-centered arts provider should approach compensation.
2. **Focus 2 - Revolutionizing Arts Access via Data Gathering and Analysis** For TeenTix and the sector - sharing data insights into how youth connect with cultural events, to better understand our impact and refine our collective engagement strategies.
3. **Focus 3 - Arts Engagement for Youth Everywhere** Youth told us they need MORE from us. To do this, we need consistent staffing and investment in further programming.

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 organization, and to help our partnered arts and culture organizations do the same. Please read more about how we approach addressing our equity work [on our website](#).

ESSENTIAL RESPONSIBILITIES
This role will manage TeenTix’s annual fundraising and stewardship cycles, advancing our public presence and community engagement with the support of their team. At TeenTix, we believe fundraising is a team effort, which is why we list the primary collaborators below.

**Strategy and Management | Primary Collaborators: Leadership Team**
- Manages and leads a team of 4* to execute all external fundraising activities, messages, and engagement strategies:
  - Fundraising Specialist (20 hr/wk) - *database entry and fundraising support*
  - Content Creator (5 hr/wk) - *TeenTix impact storytelling*
  - Grant Writer - (contractor) *prospecting, applications, reports*
  - Event Support - (contractor) *event logistics and day-of support*
- Participates in and leads high-level strategy and growth conversations with organizational leadership (staff, Board, and teens).
- Participates in all Board meetings; leads the Fundraising Committee and Alumni Advisory Council, and participates in teen meetings as needed.
- Manages and leads the execution of an overall solicitation, cultivation, and stewardship calendar, meeting quarterly goals and adjusting strategy as needed.

*TeenTix prioritizes the education and mentorship of young people in the arts community and regularly works with developing arts leaders from ages 15 to 26.

**Individual Giving | Primary Collaborator: Fundraising Specialist**
- Primary donor relations contact, building and maintaining positive relationships.
- Responsible for creation, implementation, and strategic expansion of an annual fundraising calendar through direct mail, online campaigns, and monthly giving - including design and written content of fundraising materials and platforms.
- Oversees the Fundraising Specialist in managing the database (Little Green Light), keeping accurate data, tracking moves management, contact reports, in-kind gifts, volunteer time, acknowledgements, and tax receipts.

**Major Gifts | Primary Collaborators: Executive Director & Campaign Support (contractor)**
- Supports the growth of TeenTix major gifts pipeline by evaluating capacity and providing recommendations to the Board and Leadership Team for cultivation and solicitation.
- Identifies, creates, and co-executes (with Board and ED) collaborative cultivation and solicitation plans for major donors and significant prospects for operating dollars - in context with the Capacity Campaign major gifts efforts led by the Executive Director.
- Staffs and supports the Executive Director in their Capacity Campaign major gifts efforts.

**Events | Primary Collaborator: Event Support (contractor)**
- ANNUAL GALA: Leads all aspects of the annual spring Gala. Includes guest registration, table captain coordination, sponsorship solicitation, programmatic support, and messaging. Works with Event Support to execute event logistics.
- TO BE IDENTIFIED: Secondary small fundraising event, to be incorporated in the fall. Works with Event Support to execute event logistics.

**Grants - Foundation, Corporate, & Government | Primary Collaborator: Grant Writer (contractor)**
- This position is not the primary grant writer, but acts as the lead staff contact collaborating with contracted grant writer and the Leadership Team. Supports applications, relevant research or data gathering, reports, and prospecting.
- Leads quarterly high-level strategy meetings with Grant Writer and Leadership Team.
- Represents TeenTix in any informational or public sessions related to secured or future funding opportunities.

**In-Kind & Corporate Sponsorship | Primary Collaborator: Deputy Director**
- Identifies and leads relationship development to secure in-kind and monetary support for programs and events, and works with Deputy to maintain those relationships.
TEENY AWARDS: Supports the annual Teeny Awards (Winter) by securing event sponsorship and in-kind support.

Storytelling & Stewardship | Primary Collaborators: Content Creator & Fundraising Specialist

- STORYTELLING: Regularly highlights and shares impact stories with the TeenTix community by engaging with our teens, parents, alumni, and supporters.
- ACTIVITIES: Develops and leads cultivation activities aligned with our programs, including arts outings, happy hours, summer parties, and teen-led events.
- ALUMNI ADVISORY BOARD: Builds and leads the direction of the newly minted Alumni Advisory Board with support from Board and Executive Director.

QUALIFICATIONS
Your previous experience should include:

- A strong track record of professional leadership and nonprofit experience. Relevant education (such as secondary education study in arts management, non-profit development, business management) a bonus.
- Minimum six-years experience in a non-profit fundraising role, ideally having with leadership and management roles in the youth or arts fields
- Understanding of small non-profit organizational structure, annual budgeting and fundraising execution, and strategic growth
- Previous fundraising experience includes: online campaigns, events, database management, and donor relations
- Managing relationships with colleagues, staff, teens, and supporters
- 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, ESL, 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:
WHAT YOU WILL GET
Full time, 40 hr/week position with a flexible, artist-or-family-friendly schedule, $72,800 annual salary. Additionally, professional development opportunities will be supported by TeenTix per your areas of interest such as secondary education, conferences, public speaking, and training.

Flexible office and work-from-home schedule. The majority of work should occur during weekday business hours 10am - 6pm M-F, with evening and weekends scheduled per the needs of fundraising and stewardship events. Our work is challenging, fun, inspiring, frustrating, rewarding, and with the proper scheduling and communication is very possible with an artist-or-family-friendly schedule.

- 40 hours/week, full-time salary ($72,800), exempt
- Fully covered medical, dental and vision
- $50 transportation monthly stipend
- Occasional event tickets/access to TeenTix Partner Organizations

Employees receive benefits in accordance with the hours regularly worked:

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Employees working 40 hours are eligible for/accrue:</th>
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<tbody>
<tr>
<td>Holidays</td>
<td>14 Paid Holidays</td>
</tr>
<tr>
<td>Vacation</td>
<td>12 Days Paid Vacation</td>
</tr>
<tr>
<td>Paid Time Off (PTO)</td>
<td>96 hours 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</td>
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TO APPLY
People of all ages, people that identify as queer and/or non-binary, and people of color are strongly encouraged to apply.

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

We will begin reviewing applications on May 20, 2023. 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 to continue will be asked to submit two work 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 at further interviews will be joined by staff, teens, and board.

We hope to fill this position no later than July 1, 2023.