



**GAGE ACADEMY OF ART
Job Description**

Job Title: Development and Administrative Coordinator

Status: Full-Time, FLSA Non-Exempt, Hybrid

Department: Development

Reports To: Director of Development

Coordinates with: Executive Director, Marketing Team, Development Committee, Board of Trustees

POSITION DESCRIPTION:

The Development & Administrative Coordinator provides essential support for Gage Academy of Art's fundraising, donor stewardship, office, and board operations. Working under the direction of the Director of Advancement, this role supports annual appeals, maintains donor records, prepares acknowledgements and reports, assists with grant submissions, helps coordinate fundraising events, and supports the work of the staff and Board of Trustees. The ideal candidate is highly organized, detail-oriented, and comfortable managing multiple tasks in a collaborative, deadline-driven environment.

Drawing on our Legacy, Shaping Our Future

At Gage Academy of Art, we believe that *artists are made, not born*. And, that high-quality art education is an essential part of a strong, flourishing community. Join us as our Director of Advancement as we extend the reach of our mission and reshape the way Gage interacts with our community.

GAGE MISSION:

Gage Academy of Art strives to educate, enrich, and engage artists and the community in the visual arts. Gage offers instruction in principles of drawing, painting, and sculpting and is dedicated to helping students of all ages and skill levels realize themselves as artists in contemporary society.

BACKGROUND:

Gage has two Seattle locations in South Lake Union and in Georgetown.

Gage staff are the most important asset in creating our rich environment for learning and experiencing art. Our staff, faculty, and instructors receive outstanding benefits and professional growth opportunities in an environment of passion, respect, community involvement, intellectual excitement, artistic pursuits, and urban vibrancy.

Guided by our executive team and an engaged volunteer board of directors, Gage Academy of Art is reimagining the organization for growth as it enters its next 30 years.

WHO YOU ARE:

- You are a **Community Advocate** who loves to learn about people's passions and align those passions to Gage's mission.
- You are a **Collaborator** who likes to be part of a small, cohesive administrative team and nurture team members' talents and knowledge to help advance the organization.
- You are **Creative**, thinking of innovative approaches to... *(Update and tailor to the role)*
- You know the **Impact of the Arts Learning** because, either personally or professionally, you have experienced how the arts can enhance social, emotional, and cognitive development at any age.
- You believe that **Art is Essential** to thriving cities and should be **Accessible for all**.

KEY RESPONSIBILITIES:

Donor Tracking and Administration (40%)

- Support the Director of Advancement in the execution of annual donor appeals
- Record and process incoming gifts accurately in Gage's donor database (Salesforce)
- Format and send appeal letters, donor communications, and acknowledgements
- Prepare and distribute donation receipts in accordance with IRS requirements
- Generate and update development reports from Salesforce, as requested
- Prepare monthly Development Financial Reports in advance of Development Committee meetings

Gala and Special Event Planning (40%)

- Support planning and execution of the annual Gala in collaboration with the Executive Director, Director of Advancement, Marketing team, and Development Committee
- Coordinate procurement for artwork, experience packages, and other items
- Provide pre-event and event-day logistical support
- Process Gala payments, prepare artist commission payments, and draft post-event receipts and acknowledgement letters
- Manage and track guests lists
- Provide support on the day of the Gala and other donor events such as Drawing Jam and Best of Gage.

Administrative and Board Support (20%)

- Manage calendar invitations and scheduling for Board of Trustee meetings.
- Take minutes during Board meetings and submit them to the Board Secretary in a timely manner

- Support Board Secretary in updating and filing documents, as needed
- Provide basic administrative support as needed, including answering phone calls, processing mail, and ordering and organizing office supplies

QUALIFICATIONS:

We place a high value on commitment, trustworthiness, diversity, and a growth mindset coupled with professional experience. We're looking for a candidate with:

Required

- At least two years working in the Development or Administrative role, preferably in the non-profit sector.
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks, deadlines, and priorities
- Proficiency in Microsoft Office Suite (Teams, Outlook, SharePoint, Excel)
- Experience with donor databases or CRM systems (Salesforce preferred)

Preferred

- Ability to work professionally and discreetly with high level donors and trustees
- Ability to handle confidential information with discretion
- Clear and professional written communication skills
- Interest in arts education and nonprofit work
- Bachelor's degree or equivalent professional experience

SALARY RANGE: \$55,000-\$60,000 annually

BENEFITS:

Full-time, regular employees (and their families) are covered by medical, dental and vision with monthly employee deductions. Full-time employees receive 14 vacation days in the first year, 13 paid holidays, and 11 sick days. After one year, employees can enroll in Gage's Simple IRA retirement plan. They may also enroll in a free Gage class or workshop each quarter (on a wait list basis).

GAGE'S COMMITMENT TO EQUITABLE HIRING PRACTICES

At Gage, we embrace our team's diverse experiences and perspectives, and we strive to be reflective of the community we serve. We empower our team to be their authentic selves and always be open to learning from one another. We foster an inclusive and equitable environment where all members of our community – including staff, students, faculty and a broad spectrum of Gage supporters – are treated with dignity and respect. Our hiring practices are reflective of these values: As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or neurodiversity, disability status, or genetic information.

Data shows that women and BIPOC candidates more frequently do not apply to a job because they

don't feel that they meet all the qualifications listed.

We strongly encourage applications from people with diverse backgrounds and lived experience, even if you have most but not all the qualifications listed above. If you feel passionate about our mission and believe that you have the skills to contribute to the growth of our organization, we want to hear from you.

HOW TO APPLY: Please send a cover letter and resume to hr@gageacademy.org. Priority will be given to applicants who submit before 5pm on Friday, June 5.