



**GAGE ACADEMY OF ART
Advancement Manager Job Description**

Job Title: Advancement Manager

Status: FT, Nonexempt, Hybrid

Salary Range: \$63,000- \$67,000

Benefits: Subsidized medical and dental, vacation and sick days, retirement fund and match (after one year), professional development funds, a free quarterly class or workshop (on a wait list basis)

Department: Advancement

Reports To: Director of Advancement

Supervises: N/A

Coordinates with: Registrar & Office Coordinator, Senior Community Engagement Manager, Events & Exhibitions, Marketing Manager

POSITION DESCRIPTION:

The Advancement Manager at Gage Academy of Art helps shape the future of arts education by playing a pivotal role in supporting Gage's fundraising efforts. Working closely with the Director of Advancement, they contribute to the development and execution of innovative fundraising campaigns and events. The Advancement Manager provides key administrative support that actively contributes to the growth of contributed revenue and development efforts by overseeing gift management and assisting in planning and executing creative fundraising events.

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.

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 locations in the South Lake Union and Georgetown neighborhoods in Seattle. We are in an exciting growth period for the organization as we recently moved into our South Lake Union location.

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 Gage's fundraising initiatives.
- 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:

Annual Giving & Events (30%)

- Serve as a key member of the annual Gala planning; project manage Gala procurement
- Manage logistics, budgets, and volunteer coordination for development-related events
- Organize annual giving campaigns, including writing appeal letters, segmenting donor lists, and executing postal and email communications
- Assist in identifying new prospects, including individuals, corporations, and foundations

Operations (35%)

- Maintain donor databases (Including recording gifts, preparing acknowledgement letters and tax receipts), track engagement metrics, and provide analytics to support strategies
- Processes Gala payments, submits artist commissions, and prepares receipts & acknowledgement letters post-event
- Update monthly Development Financial Report prior to the Development committee meeting
- Work with Accountant to ensure reconciliation between fundraising and financial accounting
- Manage calendar invitations for board committee meetings and provide additional support as needed

Communications Support (15%)

- Along with the Director of Advancement, develop donor-centric messaging, manage digital campaigns, and create marketing materials to support fundraising
- Assist in stewardship of scholarship donors, gala donors, and grant making organizations.
- Act as a liaison between Gage and the Gage board of trustees and the Gage Alumni committee, as needed

Grants & Corporate Giving (15%)

- Assist in the preparation of grant proposals and grants management (reporting, timeline, cultivating)
- Prepare grant reports and documentation in coordination with staff and contracted grant-writer
- Research relationships with corporate sponsors and foundation partners

Donor Scholarships (5%)

- Perform yearly updates to the scholarship application form and website page
- Collect, format, and organize applicant materials for jury review
- Coordinate and monitor the jury process
- Work with Accountant and Registrar to apply donor scholarship awards

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

- Experience working in the non-profit sector, preferably in a Development or Communications role
- Competency in Microsoft Office Suite
- Data-driven, with experience using CRM platforms (ProClass, Salesforce, or similar)
- Strong storytelling and written and verbal communication skills
- Strong organizational skills and the ability to manage budgets and logistics.
- Strong interpersonal skills, persuasive communication, and goal-oriented mindset.
- Ability to work professionally and discreetly with high level donors and trustees

Preferred

- Basic proficiency in email communication platforms such as MailChimp
- Bachelor's degree or equivalent professional experience
- Two years or more working in the non-profit sector in a Development or Communications role
- Experience working in an educational or art-based organization

GAGE'S BENEFITS

Full time, regular employees (and their families) are covered by medical, dental and vision with monthly deduction. Employees will also 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. A free quarterly class or workshop (on a waitlist 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 consideration will be given to applicants who submit their applications by Sunday, February 2.