

EARSHOT JAZZ

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Development & Communications Director

Earshot Jazz - Seattle, WA

Status: Full-time, Exempt

Compensation: \$75,000-\$90,000 DOE.

Work Location: Hybrid work arrangement (minimum 2-3 office days).

Compensation and Benefits:

- 100% employee healthcare premiums (medical, dental)
- 15 days Paid Time Off
- 11 Paid Holidays
- Professional development opportunities

About Earshot Jazz

Founded in 1984, Earshot Jazz is a nonprofit organization dedicated to celebrating jazz as a vital Black American art form through live performances, artist advocacy, and community engagement. For nearly 40 years, Earshot has supported artists, audiences, and educators. The annual Earshot Jazz Festival presents renowned local and international musicians. Year-round, Earshot hosts concerts, commissions new works, and publishes the *Earshot Jazz* magazine, chronicling Seattle's jazz culture since 1984.

About the Position

Earshot Jazz seeks an innovative, strategic professional to serve as Development & Communications Director. This key leadership role collaborates with the Executive Director to raise Earshot Jazz's total budgeted contributed income (\$350,000 in FY2025) and oversee communications strategies. The Director will lead fundraising efforts, cultivate donor relationships, and manage major gifts, corporate sponsorships, and special events. They will also guide messaging to enhance Earshot's visibility. The ideal candidate is an authentic relationship builder with fundraising experience and a passion for jazz and arts advocacy. Reports to Executive Director. Supervises Marketing & Communications Manager and Membership & Community Engagement Manager.

Key Responsibilities

Development & Fundraising:

- Manage a portfolio of major donors, conducting solicitations to meet fundraising goals.
- Design and execute fundraising strategies, including annual campaigns, grants, corporate sponsorships, and events.
- Collaborate with the Board to enhance Board fundraising effectiveness.
- Partner with the Executive Director to develop major gift strategies.
- Oversee grant seeking, including research, writing, submission, and reporting.
- Maintain donor database, process gifts, and ensure accurate reporting.
- Develop and maintain relationships with foundation officers and corporate partners.
- Attend Earshot events to engage the organization's mission and cultivate relationships.

Strategic Communications:

- Lead organizational communications strategically aligned with fundraising goals.
- Oversee the Marketing & Communications Manager to implement cohesive messaging.
- Review and approve marketing campaigns and major communications initiatives.
- Ensure integration of fundraising messages across communication channels.
- Support the *Earshot Jazz* magazine as an engagement tool for donors and the community.

Leadership & Team Management:

- Enhance membership and donor recognition with the Membership & Community Engagement Manager
- Supervise and mentor the Marketing & Communications Manager, providing performance reviews and development support.
- Foster collaboration between development and communications teams.

Board & Executive Support:

- Align development and communications efforts with the organization's strategic vision.
- Support Board committees by preparing donor activity lists and materials.
- Conduct donor research to inform strategic outreach by the Executive Director & Board.
- Develop tailored marketing materials for fundraising campaigns.

Analysis & Budgeting:

- Track and manage development budgets to meet financial goals.
- Provide data reporting on fundraising progress and donor engagement.

Qualifications

Required:

- 5+ years of experience in development or related fields.
- Proven success in donor solicitation and fundraising strategies.
- Strong organizational skills and attention to detail.
- Adaptability and willingness to adjust direction as priorities evolve.
- Ability to manage and inspire teams while collaborating across departments.
- Excellent written and verbal communication skills.
- Experience in grant writing and reporting.
- Proficiency in Google Workspace, Microsoft Office Suite, Zoom, Microsoft Teams.
- Experience with Customer Relationship Management (CRM) systems like Salesforce, Raiser's Edge, or DonorPerfect.

Preferred:

- Experience developing multifaceted fundraising strategies.
- Experience with PatronManager
- Background in jazz or performing arts organizations.
- Knowledge of Seattle's arts and philanthropy landscape.
- Experience in small arts organizations.
- Proven track record of meeting revenue goals.
- Entrepreneurial approach to managing multiple projects.
- Proficiency with WordPress, Mailchimp, Adobe Creative Suite, and Google Analytics.

To Apply: Submit cover letter, resume, and three references to jobs@earshot.org. No phone calls, please.

Earshot Jazz is an Equal Opportunity Employer committed to fostering an inclusive workplace. We strongly encourage applications from people of color, people with disabilities, women, LGBTQ+ individuals, and others from historically excluded communities.