

Request for Proposal- Development Director

Organization: BAAY, Bellingham Arts Academy for Youth

Contact: Ian Bivins, Executive Director

Email: director@baay.org

Purpose:

Bellingham Arts Academy for Youth is currently seeking a Development Director to implement the organization's development plan and help to establish sustainable practices and policies aimed at supporting long-term financial stability. BAAY currently has a grant funded budget of \$13K available for this position. We hope that the successful candidate will be able to identify and secure ongoing revenue streams in a way that warrants continuing the position on a permanent basis.

About Us:

The mission of the Bellingham Arts Academy for Youth (BAAY) is to enrich children's lives through the exploration of the arts. Through our programs, we create community and teach children confidence, character, and creativity. BAAY serves 1,400 children ages 3 – 17 annually, at our campus theatre, in our preschool, and in EduArts enrichment classes at 14 elementary schools throughout Whatcom County.

The Development Director shall be responsible for refinement, implementation and oversight of BAAY's Development Plan.

Specific duties include but are not limited to:

- **STRATEGIC PLANNING** - Work CLOSELY and collaboratively with ED, Operations Manager and Media Director to establish specific budgetary goals, review past fundraising efforts, assess current resources and determine priorities.
- **DONOR IDENTIFICATION** - Work with ED, Admin. Staff, Board and Parent Boosters to identify potential donors and craft appropriate messaging strategies.
- **BUSINESS OUTREACH** - Work with ED and Admin. Staff to develop and implement sponsorship programs for local businesses and corporate donors.
- **PARENT OUTREACH** - Work with ED and Program Directors to craft and deliver appropriate messaging at parent meetings, shows and other BAAY events as appropriate.
- **AUDIENCE OUTREACH** - Work with Program Directors and Media Coordinator to design program format that engages potential donors among BAAY audiences.
- **ALUMNI OUTREACH** — Work with ED and Admin. Staff to develop and implement alumni outreach program.

Skills and Qualifications Required:

- Passion for BAAY and its mission
- Excellent written and verbal communication skills
- Excellent people skills and the ability to portray a consistent message.
- Willingness to work collaboratively and creatively with staff, interns, volunteers, parents & board members

- Reliable, creative, self-starting, detail oriented, organized, punctual
- Able to prioritize multiple tasks and meet deadlines
- Sense of humor, team player, ability to have fun while getting things done. Be a part of an established “family.”
- **Fearlessness in asking people for money.**

Desired:

- Experience as a non-profit fundraiser
- Familiarity with local business and community members
- Facility with social media and graphic design software a plus

DELIVERABLES:

1. Cultivate relationships with multiple local business entities, including but not limited to:
 1. Banks
 2. Fellow non-profs
 3. Corporate entities
 4. Downtown Arts Core Businesses
2. Exploration and Acquisition of Grants for BAAY

3. Management of Donors from long ago and new to BAAY
4. Management of recurring donations in collaboration with ED and Operations Manager.

NEXT STEPS

Please submit your proposal to Ian Bivins at director@baay.org. For consideration, proposals must include the following:

- COVER LETTER – Include your skills, experience, and why you want to contract with Bellingham Arts Academy for Youth
- RESUME
- YOUR FUNDRAISING WORK AND RESULTS – Include a list of applications/proposals that you've either solely or collaboratively submitted, your success rate, and funding amounts. Please highlight any noteworthy grant-writing accomplishments. Anything else?
- WRITING SAMPLE – Provide a one-page writing sample from a report or proposal characterizing your solicitation writing ability and style.
- REFERENCES – Provide at least two professional references and contact information.
- DETAIL PAST PRICES/COSTS- Identify and share your wage scale from previous experience.

