

BAAY Development Director

Overview

The mission of Bellingham Arts Academy for Youth (BAAY) is to enrich the lives of children through the exploration of the arts. Through our educational programs we help children develop confidence, character, creativity, and community. All BAAY staff, board and volunteers agree to support [The BAAY Way](#).

The Development Director is responsible for overseeing all development and fundraising efforts for BAAY. They are responsible for maintaining sustainable practices with the goal of supporting long-term financial stability. The Development Director serves on the Development Committee, and reports to and is evaluated by the Executive Director (ED).

Responsibilities

The Development Director is responsible for the refinement, implementation, and oversight of BAAY's development practices. Specific duties include but are not limited to:

- **STRATEGIC PLANNING** - Work with the ED and the Board of Directors to review past fundraising efforts, assess current resources, and establish annual budget goals.
- **DONOR IDENTIFICATION** - Work with the ED and board to identify, cultivate, and engage potential donors.
- **DONATION FACILITATION** - Ensure all avenues for receiving and processing donations (eg. web pages, online campaigns, Facebook fundraisers, check processing) are fully functional, convenient, and engaging for donors.
- **DONOR MANAGEMENT** - Use BAAY's customer relationship management (CRM) system to keep accurate donor records, send acknowledgements, and send year-end tax receipts.
- **COMMUNICATIONS** - Oversee all aspects of donor communications, including personal, print and digital platforms. Work with ED to craft messaging and ensure appropriate delivery via print, email, social media and web-based portals.
- **COMMUNITY ENGAGEMENT** - Work with ED to develop and implement sponsorship programs for local businesses and corporate donors. Develop relationships with local organizations, alumni, and community members that are strategically valuable to BAAY for sponsorships and partnerships.
- **FAMILY OUTREACH** - Work with ED and Artistic Director (AD) to craft and deliver appropriate messaging at parent meetings, shows, and other BAAY events as appropriate.
- **CAMPAIGN MANAGEMENT** - Work with ED and board to develop and oversee all fundraising campaigns, whether annual, perennial, seasonal, capital, or project-specific.
- **GRANT MANAGEMENT** - Work with ED and other stakeholders to identify and secure appropriate and feasible grants. Ensure accurate representation of BAAY's mission and program delivery statistics. Manage grant applications, tracking, and reporting.
- **EVENT PLANNING & SUPPORT** - Work with ED, board, and volunteers to help plan and actively support BAAY fundraising events.
- **BOARD ENGAGEMENT** - Regularly update board on progress and actively partner with board members in development activities, especially in cultivating donor relations.

Skills and Qualifications

- Passion for BAAY and its mission
- Excellent written, public speaking, and interpersonal communication skills
- Strong administrative, organizational, project management, and research skills
- Willingness to work collaboratively and creatively with staff, volunteers, families, and board members
- Fearlessness about asking people for money
- Proficient with technology (Google Workspace, Zoom, etc.)
- Able to prioritize multiple tasks, meet deadlines, and work independently
- Sense of humor, team player, ability to have fun while getting things done

Preferred but not required:

- Experience working with or for nonprofit organizations
- Experience with grant writing and reporting, and with running capital campaigns
- Familiarity and engagement with local businesses and community members
- Experience with website management (specifically Wordpress), and Customer Relationship Management (CRM) software
- Experience with special events planning and management
- Experience with social media and graphic design

Hours and Compensation

Full-time hourly at 40 hours per week (\$24-26/hr depending on experience)

Includes paid sick leave accrued at 1 hour per 40 hours worked

Includes 15 days PTO per fiscal year

Health benefits not included

This position can be fully remote

To apply, email resume and cover letter to jobs@baay.org.

Recruiting and retaining a diverse workforce is a high priority at BAAY. We do not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, gender identity and expression, political affiliation, marital status, age, or any other basis prohibited by law.