



REPORTING RELATIONSHIP: Executive Director

JOB SUMMARY: Coordinate final stage activities of the capital fundraising campaign for the Fox Theater, including fundraising committee coordination, invoicing, pledge processing, and relationship cultivation. Implement and develop existing “Friends of Fox” campaign for the Theater. Identify and solicit potential sponsors for Fox Presents and other Fox activities. Research, write, and prepare grants for both the Spokane Symphony and the Fox Theater. Manage and execute fundraising data entry and reporting for the Fox Theater.

DUTIES/MAJOR FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Work closely with the Executive Director and Development Director in the operation, management, growth and evaluation of an existing “Friends of Fox” campaign for the Theater.
- Manage, motivate and organize campaign volunteers to carry out related fundraising campaigns and events. Maintain timely communication with those volunteers.
- Research, write and prepare grant applications for existing grantors as well as new potential grant sources for both the Fox Theater and the Spokane Symphony.
- Manage and track existing grants and their deadlines, including the completion and submission of grant reports and requirements.
- Identify and solicit potential sponsors for Fox Presents and other Fox activities. Secure these sponsorships in accordance with established revenue goals.
- Build and maintain high levels of acquaintance with current and future donors to the Theater as well as the Spokane Symphony.
- Manage and execute donor and fundraising data entry for Fox gifts into the Raiser’s Edge database with efficiency and accuracy. Design and pull accurate Fox related queries and reports from the database as needed by Fox and Symphony staff.
- Process daily checks and credit card transactions for the Fox.
- Develop and administer all Fox donor benefit programs in accordance with IRS guidelines and established internal procedures.
- Develop and maintain an effective reporting system for campaign activity.
- Attend Fox and occasional Symphony events, concerts and functions as part of donor cultivation.
- Coordinate meetings, provide appropriate materials for the capital campaign committee, maintain capital campaign materials as needed, and accompany committee members on calls and meetings for star purchases, etc.
- Other projects as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Proven record of success in fundraising, grant writing, and volunteer management.
- Proven success working with and managing databases as well as producing a high level of accuracy.
- Maintains high standard of confidentiality.
- Establish relationships with and treats donors, trustees and staff with respect, grace, and patience.
- Speaks, writes, and communicates effectively, accurately, persuasively, and imaginatively.
- Resourceful and creative problem solver that is adaptable to change.
- Has professional business appearance and deportment standards.
- Experience in sales highly desirable.
- Is skilled in word processing, e-mail, and database software, Microsoft Office Suite (Word, Excel and Outlook).
- Is available for occasional early, late and weekend assignments.
- Is a positive, highly motivated team player.
- Willingness and ability to participate in all aspects of a project from conception to completion.
- Enjoys music.
- Bachelors Degree.