



**IS HIRING!**

## **MVP AND DONOR RELATIONS COORDINATOR**

**BACKGROUND:** Velocity is Seattle's premier art center dedicated to contemporary dance and performance. Its mission is to advance contemporary dance and movement-based art by fostering the creative explorations of artists and audiences through an invested commitment to education, creation, performance, inquiry, community participation and inter/national exchange.

**POSITION DESCRIPTION** The MVP and Donor Relations Coordinator position is an exciting opportunity for an innovative, creative and self-driven person to join an exceptional team and create lasting impact on the Seattle arts community. This position reports to the Managing Director and is responsible for creating a consistent program for donor cultivation and stewardship, as well as assisting with special events, giving campaigns, and data management to support Velocity's annual fundraising goals.

**HOURS:** 20-25 hours per week. Flexible schedule, but must meet established guidelines.

**COMPENSATION:** \$14 per hour

**BENEFITS:** Unlimited free dance classes, studio rental at the staff rate of \$7 per hour; access to professional development opportunities and performances including training, workshops, and occasional trips to major dance festivals or events. 6 paid holidays and 12 hours of paid sick time.

**IDEAL START DATE:** Orientation and training to take place the week of August 22<sup>th</sup>.

### **KEY RESPONSIBILITIES:**

#### **Donor Stewardship:**

- Work with MD to create a consistent program for donor cultivation and stewardship.
- Lead efforts to maintain giving information and donor lists in the organization's donor database, PatronManager/Salesforce.
- Draft thank-you letters and emails, ensuring donors are acknowledged in timely manner.
- Build a Development Calendar for 2016-17 events and campaigns w/corresponding production timelines.
- Assist on administrative tasks during heavy fundraising deadlines, e.g. End-of-Year (EOY) mailing.
- Assist in maintaining organization of general development files on Dropbox.
- Assist with representing Velocity to students, patrons, and donors as needed in office.
- Support organizational culture to include a 'Culture of Philanthropy.'

**Events:**

- Work with MD on and attend all donor events to help create “special” events.
- Track details for fundraising, cultivation/stewardships events, etc.
- Assist with event procurement and tracking event timelines.

The MVP and Donor Relations coordinator will treat Velocity donor information as confidential.

**To Apply:**

Please send resume with cover letter by **August 10th at 10am** to [employment@velocitydancecenter.org](mailto:employment@velocitydancecenter.org).

**Interviews will take place from August 15-17th.**