



## The Vera Project Fundraising & Development Manager – Job Opening

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The Vera Project seeks a skilled and well-organized professional to support its ongoing community-building, storytelling, and fundraising efforts.

The Fundraising & Development Manager will work with VERA staff to organize & host fundraising events, write & assemble grant proposals, research funding prospects, maintain positive donor relations, and work with The Vera Project board, staff, and membership to maintain the organization's sustainability, visibility, and community relevance. The Vera Project operates through a participatory structure that encourages intergenerational collaboration & participation in all realms of the organization. As such, this position will work on fundraising projects with our Board of Directors, as well as the young people VERA works with.

The Vera Project (VERA) is a Seattle-based music & arts venue dedicated to fostering a participatory creative culture through popular music concerts, arts programs, experiential learning, and volunteer opportunities for all ages, especially young people. VERA receives funding from a combination of public funds, foundation grants, corporate contributions, individual donations and earned income.

This position is a great opportunity to tell our stories, highlight our community, and bring creativity, innovation, and relevance in our contributed income strategies to keep all-ages DIY music & art thriving in Seattle.

The Vera Project is an Equal Opportunity Employer. People of color, queer, transgender, and nonbinary folks are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values.

A detailed job description is attached below.

### APPLICATION PROCESS:

*Please address the following questions in your cover letter:*

- Why is an organization like the Vera Project important to a community?
- Please describe your fundraising experience.
- What do you bring to this role?

**Please submit a cover letter, resume, writing sample, and two (2) references by midnight PST on Thursday, May 17, 2018 to [hiringlecommittee@theveraproject.org](mailto:hiringlecommittee@theveraproject.org) with "Fundraising & Development Manager, YOUR FIRST/LAST NAME" in the subject line.**

*Please note, we know there are great candidates who may not fit into what we've described below, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself! Or get in touch with us and simply ask, at [hiringlecommittee@theveraproject.org](mailto:hiringlecommittee@theveraproject.org).*



## The Vera Project Fundraising & Development Manager – Job Description

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**Position Overview:** The Fundraising & Development Manager supports the Executive Director in the fundraising efforts of The Vera Project. This position focuses on writing & administering foundation, government, and corporate grant proposals, running online fundraising campaigns, tracking & acknowledging individual giving, and leading our event-based fundraising efforts.

### Key responsibilities:

- Lead planning, production, and innovation of VERA fundraising events including our annual *Viva Vera Gala & Auction*, *Fall Fund Drive* year-end campaign, *Rent Party*, and *A Drink for VERA*, as well as serving as staff contact for fundraising event committees and 3<sup>rd</sup> party benefit organizers
- Write foundation, government, and corporate grants applications & related reports, compile necessary financial & budgetary documents, and meet all relevant deadlines
- Work with Executive Director to shop for, choose, develop, and populate new donor database
- Manage production of fundraising collateral w/ Marketing & Communications Coordinator
- Assist with prepping financial reports for quarterly member meetings & monthly board meetings
- Work with bookkeeper to ensure accurate accounting of contributed income; ensure clear communication of funding requirements/restrictions to bookkeeper & ED
- In addition to being a general representative & advocate for The Vera Project in the larger community, act as our point of contact for fundraising- & creative earned income-related inquiries from major donors, occasional supporters, and the general public
- Manages Fundraising and Gala interns

### Highly preferred qualifications:

- Bachelor's or advanced degree (equivalent work experience may be substituted for education)
- 2+ years of development experience, including grant writing and individual giving
- Has board experience—either as a board member, advisory council member, a non-board member of a board committee, a staff liaison, or as a member of a worker-cooperative.
- Knowledge of local & national youth, music, and arts education funding models & proven ability to attract, develop, and sustain strong relationships with philanthropic and corporate communities
- Strong written & verbal communication, and detail-oriented research & organizational skills
- Ability to collaborate and communicate professionally with individuals of diverse ages, ethnicities, cultures, races, gender identities, and socio-economic backgrounds
- Has a strong anti-oppression lens with a lived commitment to racial & social justice
- Holds an understanding and respect for VERA's history and accomplishments while bringing new energy & vision to co-create and help sustain the next chapter
- Ability to maintain confidentiality when appropriate/required
- Available for evening and weekend work as needed

**Reports to:** Executive Director

**FTE:** .7 (28 hours per week)

**Salary:** \$17 per hour