



Patricia Reser Center for the Arts  
Position Posting  
**Director of Donor Engagement**

Reports to: Executive Director  
FSLA Status: Exempt, Full Time  
Schedule: Hybrid work hours including select nights and weekends, with the majority being on site at The Reser

Date of Posting: November 1, 2024

Patricia Reser Center for the Arts is an equal opportunity, at-will employer, dedicated to the goal of creating a diverse and inclusive working environment. We strongly encourage applications from women, persons of color, and LGBTQ individuals. All qualified applications will receive consideration for employment without regard to age, race, color, religion, gender, gender expression, national origin, disability status, protected veteran status, marital status, sexual orientation, or any other characteristic protected by law.

**ABOUT US**

The Patricia Reser Center for the Arts (“The Reser”) is a nonprofit professional arts center opened to the public in March 2022, in downtown Beaverton, Oregon. Located near City Hall, Beaverton Central Max station, and The Round, the facility comprises a 550-seat Mainstage Theater, an art gallery, and meeting & rehearsal rooms. The Reser presents national touring artists, local and regional performing arts organizations, visual arts exhibitions, arts education programs, and serves as a social and cultural hub for Beaverton and its surrounding communities. For more information about the Patricia Reser Center for the Arts, please visit [www.thereser.org](http://www.thereser.org)

The Reser is governed by the Board of Trustees of Beaverton Arts Foundation (doing business as Patricia Reser Center for the Arts), consisting of accomplished, respected, and dedicated community volunteers. In a successful public/private partnership with the City of Beaverton, they have brought The Reser to life.

The Reser’s first full season in 2022-23 was a successful outcome to the years of planning and preparation that preceded it. The region is taking note of The Reser’s contribution to its cultural life. The Reser’s third full year, the 2024-25 Season, will continue to require a nimble and creative staff, with the skills and commitment to meet challenges as they arise, and to grow as a team. Adaptability and a personal commitment to the mission of The Reser are vital qualities for every employee in this environment.



### WHAT YOU'LL DO

The Director of Donor Engagement is responsible for the attainment of the organization's annual contributed income goal. This person will establish the annual fund goal in collaboration with the Executive Director and will design and execute the strategies and programs leading to its achievement.

The Director of Donor Engagement will build on a strong foundation of support that was developed during a successful capital campaign, and the first two years of operations. Now, the time has come to increase annual giving so that The Reser's needs for the organization's activities and programs are met. While The Reser enjoys significant startup funding from both public and private sources, the Director of Donor Engagement will continue to build a first-class fund development program that can fulfill our short-term needs and build steadily toward a future of broad-based, stable, and increasing support.

The Reser's current 2024-25 annual contributed income goal equals \$1.1M on a total budget of \$4.3M. This is a unique opportunity for a talented development professional to increase and diversify contributed income, harnessing the community enthusiasm and support generated by the opening of this beautiful new arts facility, and work with a team of committed colleagues to fully realize its promise.

The successful candidate will be a person driven to reach for new horizons, to employ multiple, thoughtful strategies, to think creatively, act vigorously, and never settle for "good enough." This is a job for a relationship builder, and a bold and ambitious fundraiser, committed to our mission and joyfully dedicated to advancing it.

### Specific responsibilities will include:

- Develop and execute fundraising strategies for the achievement of individual, foundation, and corporate contributed income goals.
- Work with the Executive Director, Board of Trustees and Donor Engagement Committee to identify and cultivate prospects and achieve contributed income goals.
- Cultivate relationships with donors and potential donors
- With Executive Director, facilitate and/or personally conduct donor gift solicitation
- Lead sponsorship program (season, show, gallery, education, and community sponsorships) by creating proposals, cultivating and stewarding relationships, and managing the fulfillment of sponsorship benefits
- Work closely with the contracted grant writing team by targeting grant opportunities, gathering needed information from internal staff and reviewing all grant applications prior to submission
- Direct membership program and supervise Membership & Special Events Manager by supporting their work with planning and executing all donor



events (including member events), managing the fulfillment of member benefits, and the operations of the department, including:

- Track pledges and pledge fulfillment
- Ensure that all gifts are properly recorded in our CRM, Tessitura
- Ensure that thank-you notes, tax receipts, and gift or pledge acknowledgments are sent in a timely manner
- Serve as a member of the Senior Leadership Team (SLT)
- Attend community events on behalf of The Reser, i.e. Chamber events, etc.
- Manage the development of an inaugural Annual Community Impact Report

Majority of work will be in-person, including attendance each week during evenings and weekends, as required to reach contributed income goals.

#### PRIMARY RELATIONSHIPS

The Director of Donor Engagement will report to the Executive Director and supervise the Donor Engagement Manager. Other important relationships will include members of the Board of Trustees, the Donor Engagement Committee, Senior Leadership Team members, including Directors of Marketing and Patron Services, Programming, Production & Operations, and Managing Director. Significant external relationships will include individual, corporate, and foundation donors.

#### SKILLS AND EXPERIENCE NEEDED

- A record of success as a fundraising officer with independent responsibilities for defined goals
- Mastery of fundraising strategies and techniques
- Hands-on experience with donor management software, preferably Tessitura
- Excellent communication skills; the ability to speak and write clearly and persuasively
- Both the self-confidence and the humility to engage comfortably with people at every level
- Mature interpersonal skills; a talent for diplomacy; a builder of respectful and collaborative professional relationships; a well-developed ability to inspire confidence in others
- Cultural competence: a nuanced awareness, appreciation, and familiarity with diverse cultures and traditions
- A commitment to promoting access, inclusion, and equity
- An aptitude for organization and clarity
- Outstanding planning and time management skills
- The ability to set effective priorities and manage outcomes
- The ability to exercise discretion and maintain confidential information

#### PREFERRED QUALIFICATIONS

- A deep, personal passion for the performing arts



- Annual fund leadership experience in a nonprofit performing arts organization
- Experience with sponsorship and membership programs
- Experience as a leader/member in a high-functioning, mission-driven team of professionals

#### WORKING ENVIRONMENT - ESSENTIAL PHYSICAL ABILITIES

Most of the responsibilities of this position are performed in a traditional office setting and do not typically involve equipment that poses a threat of injury. However, meetings may be held in a variety of locations, both onsite and in remote locations, and may involve donor tours of the facility onstage, backstage, and in low light environments. Both safety and the successful completion of duties rely on the following physical abilities: Sufficient (corrected or uncorrected) vision to read text of various sizes and perceive colors and shapes accurately. Sufficient clarity of speech and hearing to communicate effectively in person and on a telephone, to hear sounds within the normal range of conversation and in the context of crowd noise. Sufficient manual dexterity to operate office equipment. Sufficient personal mobility, strength, and reflexes to perform light work and to reach, stoop, bend, kneel, climb, and lift as much as 25 pounds.

*The physical abilities required for this position may be flexible and we encourage those who may require accommodation to apply.*

#### COMPENSATION AND BENEFITS

An annual salary of \$85,000 - \$90,000 commensurate with experience. Benefits include medical insurance, Flexible Spending Account, paid vacation, parking and matching 403(b) retirement plan contributions.

A stipend towards relocation expenses will be provided for candidates out of the area.

#### HOW TO APPLY

Interested and qualified applicants are encouraged to submit a resume, accompanied by a cover letter describing why this position is of interest and the personal and professional experience that has prepared them to be successful. All applications will be held in confidence. Initial review of applications will begin on or about **November 18** and will continue until a pool of highly qualified finalists has been identified. Interested applicants should submit materials as soon as possible. Applications received after **December 2, 2024** may not be eligible for consideration

All applications and/or inquiries should be sent via email only, addressed to:

Chris Ayzoukian, Executive Director  
Jobs@TheReser.org



MS Word or PDF attachments only, please  
Subject Line: Director of Donor Engagement application

File names of all attachments should include applicant's last name