



Patricia Reser Center for the Arts
Position Posting
Donor Engagement Manager

Reports to: Director of Donor Engagement
FSLA Status: Exempt, Full-Time with benefits
Schedule: Hybrid work hours are Monday through Friday, 9:00 am to 5:00 pm, with occasional nights, weekends, and holidays required.
Date of Posting: August 19, 2025

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. 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 (PRCA, The Reser) is a performing arts center located in downtown Beaverton, Oregon, nine miles west of Portland. Construction began in November 2019, and The Reser opened to the public in March 2022. Adjacent to City Hall, the facility consists of a 550-seat mainstage theater, an art gallery, meeting and rehearsal rooms, and a public plaza. The Reser programming includes Reser Presents, local and regional performing arts organizations, visual arts exhibitions, and arts education programs. Since opening, The Reser has become an important social and cultural hub for Beaverton and its surrounding communities. 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 fourth full year, the 2025-26 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, problem-solving, and personal commitment to the mission of The Reser are vital qualities for every employee in this environment.

ABOUT THE JOB

The Reser is seeking a dedicated and resourceful Donor Engagement Manager to join our team. This position offers the right person a rare opportunity to play a key role in a growing arts organization, including actively shaping The Reser's evolving identity and policies for years to come. Beyond stewarding our members and donors, this role invites a thoughtful and perceptive professional – one who brings strong critical thinking and emotional intelligence—to question existing approaches and propose new practices that enhance donor engagement and support the organization's broader mission. The Donor Engagement Manager will also help cultivate relationships with local businesses and contribute to grant writing efforts. The Donor Engagement team embraces the principles of *Community-Centric Fundraising* and is committed to The Reser's IDEAL work (Inclusion, Diversity, Equity, Accessibility, and Leadership).

PRIMARY RELATIONSHIPS

The Donor Engagement Manager reports directly to the Director of Donor Engagement. This person will work closely with the Donor Engagement Coordinator and other departments, including Finance, Programming, Marketing & Patron Services, and Box Office.

WHAT YOU'LL DO

The Donor Engagement Manager is an important member of the team, responsible for managing the membership program, planning member and donor events, developing new partnerships, and providing critical support for the fundraising activities and goals of the Donor Engagement team.

Task examples include responding to member inquiries, planning and executing member and donor events, and helping gather data and information for grant writing. This is a position that requires experience in fundraising and donor stewardship, exceptional customer service, and the ability to multi-task.

The ongoing responsibilities of the Donor Engagement Manager include, but are not limited to, the following:

- Work closely with the Director of Donor Engagement to support and achieve contributed revenue goals for the upcoming fiscal year and collaborate on setting and meeting contributed revenue targets for future years.
- With support from the Director of Donor Engagement, oversee the membership program, including tracking and delivering on member benefits, ensuring accurate and timely gift entry and acknowledgement, and being the primary contact for members
- Oversee development of local business partnerships
- Proactively stewards members, and, in partnership with the Director of Donor Engagement, identify and cultivate highly engaged members
- Using the principles of Community-Centric Fundraising, strategically evaluate and consider ways to grow the program and increase donor engagement

- Work with the Donor Engagement coordinator to project manage member and donor engagement events
- In partnership with the Director of Donor Engagement, identify appropriate grant opportunities and assist with data collection and submission of grant application materials
- In partnership with the Director of Donor Engagement and the Donor Engagement Coordinator, build and maintain institutional knowledge of the Donor Engagement Department policies and processes
- In partnership with the Director of Donor Engagement proactively request, interpret, and analyze donor and fundraising data to inform strategies, personalize outreach, and measure the effectiveness of stewardship and engagement efforts.

PREFERRED PROFESSIONAL EXPERIENCE

- A combination of education and professional experience that convincingly demonstrates the candidate's skills and the ability to perform all responsibilities at a professional level
- Demonstrated experience successfully using fundraising and donor engagement strategies and techniques to build and grow donor programs
- Event planning and project management experience, with strong preference given to candidates who acquired their experience in the unique environment of a theater or performing arts venue
- Experience with donor management software, experience with Tessitura a plus

SKILLS NEEDED

- Superb customer service skills and ability to cultivate relationships with external parties.
- Excellent time management and organizational skills.
- Attention to detail and administrative aptitude.
- Outstanding interpersonal, presentation, writing, and communication skills.
- Ability to collaborate effectively and be solutions-oriented
- The energy and ability to balance multiple tasks in the context of a busy arts center; the ability to complete projects on time; the foresight to ask for help when needed.
- A talent for diplomacy and cultural competence; the ability to handle difficult interactions; strong self-awareness
- Experience using databases to produce reports
- Ability to maintain confidentiality

WORKING ENVIRONMENT - ESSENTIAL PHYSICAL ABILITIES

About eighty percent of the principal responsibilities of this position are performed in a traditional office setting and do not typically involve equipment that poses a threat of injury. Twenty percent of the job requires the ability to host events and interact professionally with members and donors. The successful completion of duties relies 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 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

Salary range \$60,000 - \$70,000, commensurate with experience. Benefits that include medical insurance, Flexible Spending Account, paid vacation, and matching 403(b) retirement plan contributions.

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 their personal and professional experience. All applications will be held in confidence. Initial review of applications will begin on or about Friday, September 19th and will continue until a pool of highly qualified finalists have been identified. The position will be open until it is filled. Interested applicants should submit materials as soon as possible.

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

Heather Ohta, Director of Donor Engagement

Jobs@TheReser.org

MS Word or PDF attachments only, please

Subject Line: DONOR ENGAGEMENT MANAGER application

No phone calls please.

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