



Position Posting

Reports to:	Executive Director
FSLA Status:	Exempt, Full Time
Salary:	\$85,000-\$90,000/year
Benefits:	medical insurance, Flexible Spending Account, 403(b) with match, Vacation and Parking stipend.
Schedule:	This is an in-person role with nights and weekends attending events at The Reser. Flexibility to accommodate performance schedules is available.

Date of Posting: July 17, 2026

ABOUT US

The Patricia Reser Center for the Arts (“The Reser”) is one of the Pacific Northwest’s most dynamic arts destinations, a place where worldclass artists meet a genuinely curious, engaged, and growing audience. Located in Beaverton, Oregon — a vibrant and culturally diverse city west of Portland and one of the region’s fastest e city just growing communities — The Reser opened in 2022 and has quickly become a cultural force, presenting an ambitious mix of music, dance, film, theater, comedy, and visual art that reflects the full breadth of human experience. For more information about the Patricia Reser Center for the Arts, please visit www.thereser.org

The Reser Presents series is the organization's flagship programming engine, bringing nationally and internationally recognized artists to the beautifully intimate 550 Mainstage Theater. Beyond presenting, The Reser serves as a sought-after destination, community gathering place, and education hub drawing an average of 55,000 visits per year across ticketed performances, free public events, gallery programming, and rentals. In just a few years, it has established meaningful roots in the region.

We believe in the inherent magnificence of the arts and their extraordinary impact on everyday life. The mission of the Patricia Reser Center for the Arts is to foster joy, imagination, connection, and understanding in our diverse community by presenting artistic, cultural, educational, and entertainment opportunities for all.

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 POSITION

The Director of Donor Engagement is responsible for the attainment of the organization's annual contributed income goal. The DED will design and execute fundraising strategies and implement tactics in collaboration with the Executive Director, staff, and board.

Since the original opening in 2022, The Reser continues to expand opportunities for individual donors and corporate sponsors. Joining The Reser at this juncture, the DED will have the opportunity to focus on development of a major gift/planned giving program and expand the corporate sponsorship program. Working with the Development Manager to expand annual giving and membership engagement will add a depth to the development functions at The Reser.

The Director of Donor Engagement will supervise a Donor Engagement Manager and Donor Engagement Coordinator and maintain strong partnerships with the board and the Executive Director. With a current donor pool of 750+ donors and a budget goal of \$1.4 million on a \$4.4 million budget for the next fiscal year, the Director of Donor Engagement has the support needed to grow our individual and corporate involvement at all levels.

A successful candidate will understand that fundraising is both an art and a science. With strong knowledge of systems, processes, and use of data to grow reach, they will also respect and engage in thoughtful and meaningful relationship building and support engagement opportunities for all donors.

Because the Reser is an Event and Arts Center, the Donor Engagement Director is expected to attend Reser Events regularly.

Specific responsibilities will include:

Fundraising Strategy and Leadership

- With the Executive Director, build a fundraising strategy for 1-3 years.
- With the Senior Leadership Team, build an engagement strategy for each department.
- With the board of directors, develop individual and group portfolios.
- Oversee fundraising staff and provide goals, metrics and performance evaluations.
- Provide professional development opportunities and mentor staff growing in their career.
- Serve as a member of the Senior Leadership Team
- Attend community events on behalf of The Reser.

Systems/Processes

- Assess current systems and database (Tessitura) for optimal functionality.
- Building a fundraising calendar that coordinates with programming and highlights opportunities for relationship building.
- Evaluate systems of donor communication.
- Supervise the Donor Engagement Coordinator in track pledges and pledge fulfillment.
- Ensure that all gifts are properly recorded and thank-you notes, tax receipts, and gift or pledge acknowledgments are sent in a timely manner by the Donor Engagement Coordinator.

Events

- In partnership with Programming and Communications and utilizing the The Reser facility, engage in donor events through performances, tours, discussions and other engagement opportunities.
- Engage board and staff to build fundraising events for the 5th anniversary.
- Oversee the Donor Engagement Coordinator's logistics work for events and communication of activities to donors and members.

Individual Giving

- Cultivate relationships with donors and potential donors at the \$5,000 level and up.
- With Executive Director, facilitate and/or personally conduct donor gift solicitation
- With Donor Engagement Manager, build a monthly donor and annual giving program.

Grants/Proposals

- 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.

Membership

- Direct membership program and supervise the Donor Engagement Manager supporting their work with planning and executing all donor and member events and managing the fulfillment of member benefits.

PRIMARY RELATIONSHIPS

The Director of Donor Engagement will report to the Executive Director and supervise the Donor Engagement Manager and Donor Engagement Coordinator. Other important relationships will include members of the Board of Trustees, , Senior



Leadership Team members, including Directors of Marketing and Communications, Programming, , and Managing Director, and Database Manager. Significant external relationships will include individual, corporate, and foundation donors.

SKILLS AND EXPERIENCE NEEDED

- 3-5 years of experience in direct fundraising.
- 3+ years of supervising fundraising staff, developing team metrics and serving on a senior leadership team.
- 3+ years of experience with development and implementation of fundraising plans and tactics.
- Experience with donor management software, preferably Tessitura.
- Excellent communication skills in writing and speaking.

Attributes:

- Comfortable communicating with donors, community members, ticketholders, etc.
- Ability to collaborate with team members and across teams to build cohesive organizational goals.
- An understanding of the cultural differences that make our community the amazing place that it is.
- A commitment to promoting access, inclusion, and equity.
- An aptitude for organization and clarity.
- A deep, personal passion for the performing arts.

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.

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.

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.

HOW TO APPLY

Nonprofit Professionals Now is excited to support *Patricia Reser Center for the Arts* in this key leadership role. All interested applicants need to submit a resume and cover letter. All candidate information will be reviewed, and candidates moving forward in the process will be contacted directly.

Portal Link: <https://tinyurl.com/3thctvya>

Application Deadline: August 9, 2025