

Director of Development

Full-time, year-round, exempt status

Deadline to apply: August 31, 2025

ABOUT PILCHUCK

Pilchuck Glass School (PGS) is an international center for glass art education. Our serene campus in Stanwood, Washington, is nestled in the foothills of the Cascade Mountains in the middle of 15,000 acres of a working tree farm. PGS is located an hour north of Seattle and maintains an administrative office in the city's historic Pioneer Square.

From May through September every year, our summer and fall program offers a series of courses as well as residencies for established artists in all media. Summer sessions vary in length and offer concurrent courses in a variety of glass working processes for artists of all skill levels. Small classes taught by world-renowned artists and instructors emphasize experimentation and teamwork while fostering individual initiative and expression. PGS also offers residencies for both emerging and established artists during the fall and spring. Increasingly, PGS is introducing new programming to populations that have traditionally lacked access to this type of educational experience.

Additional information available at pilchuck.org.

ABOUT THE POSITION

Reports to: Executive Director

The Director of Development provides the strategic leadership and management of securing the philanthropic resources needed for Pilchuck Glass School to fulfill its mission, develops a diversified funding base from individuals, corporations, government, and foundations, and oversees a comprehensive development programming including: annual, major, and planned giving, and special events.

The ideal candidate will be a leader with fundraising, donor relationship, management, organizational, strategic, and communication skills. They must possess a deep passion for fundraising and how it supports the fulfillment of Pilchuck's mission and strategic goals.

As a member of Pilchuck's senior leadership team, the Director of Development reports directly to the Executive Director and works collaboratively with the Artistic Director, Director of Marketing, and Director



of Finance. The Director of Development oversees 2-3 positions, including the Development Coordinator, Donor Services & Database Specialist, and Grantwriter, and works closely with the Board of Trustees, and staffs the Board Development Committee, Ambassadors Council, Auction Committee, and any other fundraising related committees. This role will require time to be allocated among major gifts (40%), team management (20%), board management (15%), special events (15%), and annual fund (10%).

Primary work location is in the Seattle office, with occasional trips to the Stanwood campus. Our office is currently hybrid with in-person and work from home. This position requires in-person presence each week. Salary range is \$120,000 - \$145,000 with a comprehensive benefit package that includes medical, dental, vision, 401K eligibility after six (6) months employment, and generous paid time off.

Duties and responsibilities:

- Implement and update Pilchuck's strategic development plan, including establishing annual and long-range goals for fundraising in conjunction with Executive Director, senior staff, and board leadership.
- Prepare, implement, and meet the goals of the annual fundraising plan and budget, including activities for major gifts, planned giving, grants, special events, and annual fund with special attention to the cultivation and retention of major annual donors (\$2500+) and program alumni.
- Develop and implement fundraising strategies and the case for support to meet the needs of targeted programs of projects. Work with board, staff, and consultants to determine the feasibility of major fundraising initiatives including a capital or comprehensive campaign.
- Solicit contributions and support from individuals, businesses, foundations, and community groups.
- Establish, nurture and steward trusting relations with individual donors, organizations, alumni, and artists.
- Establish and maintain mutually beneficial partnerships with foundations, corporations, media, local service and community groups.
- Develop Board and volunteer leadership through participation in the Board Development Committee and ongoing donor cultivation events.
- Effectively communicate Pilchuck's vision, mission, and values through community presentations and in-house tours.
- As part of the organization's leadership team, work collaboratively with the Executive Director, Artistic Director, Director of Marketing, and Director of Finance.
- Provide leadership, supervision, and assessment for Development team members to accomplish the goals and objectives of the department and to acknowledge and retain high-performing staff.
- Manage the Development department including acknowledgement of gifts, assurance of the maintenance of adequate record systems, analysis and interpretation of data using Raiser's Edge, and other activities in support of fundraising, public relations, and related activities.
- Oversee donor database management to assure that data is accurate and readily accessible to meet program needs and that donor acknowledgements are issued and pledge commitments are collected in a timely manner.



- Work with the Director of Finance to ensure accurate and timely record keeping and reporting of annual distribution of endowment funds and other restricted gifts.
- Develop and manage an effective “dashboard” to provide quarterly reporting to staff and board.
- Provide oversight to the Grants Writer and work collaboratively with the Director of Finance on the research and preparation of proposals for new and continuing foundation/corporation partners.
- Steward and expand Pilchuck’s planned giving program (Legacy Society).
- Other duties as assigned.

Required skills:

- Relationship-building skills and prior experience fundraising, with particular focus on individual major gifts.
- Ability to lead Pilchuck’s current fundraising programs and implement best practices to ensure success in securing annual fundraising goals. Capacity to create revenue growth solutions to support the organization’s programmatic goals.
- Strong interpersonal skills to ensure effective interactions with individuals at all levels and backgrounds.
- Effective communicator with the capacity to collaborate with others and be a team player.
- Excellent public speaking and writing skills.
- Working knowledge of word processing and databases required. Raiser’s Edge or comparable donor database experience required.
- Personnel management experience, including direct line supervision of staff.
- Experience in the development and administration of budgets and work plans.

Education and/or Work Experience Requirements:

- Bachelor’s degree in related field or equivalent education and work experience required with at least five (5) years progressively responsible experience in fund development. Experience in arts/cultural or academic fundraising a plus.
- Proven experience with strategic development and implementation of campaigns and/or special projects.
- Demonstrated record of successful and significant fundraising through a variety of methods; knowledge of the western Washington philanthropic community a plus.



Physical Requirements

- Ability to lift at least 20lbs
- Must be able to talk, listen, and speak clearly with fellow staff, program participants, and visitors
- Must have close vision to read, compose, and edit on a computer
- The ability to walk, ascend, and descend stairs and ramps on campus
- The ability to periodically travel to our Stanwood campus (one hour north of Seattle)

TO APPLY

Interviews will be conducted on a rolling basis starting **August 15**, with the last day to apply **August 31**. Email resume, cover letter addressing relevant experience, and contact information for three references to Donna Davies, Executive Director, at jobsearch@pilchuck.org. The email subject line should say "Director of Development [Your Name]." All attached files must include a label with your last name.

Pilchuck Glass School is committed to inclusion and equal opportunity.

Pilchuck Glass School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. Pilchuck provides equal employment opportunity regardless of race, color, religion, creed, sex, age, marital status, honorably discharged veteran or military status, citizenship or immigration status, sexual orientation, gender identity, genetic information, political ideology, caste, the presence of any mental, physical, or sensory disability, the use of a trained service animal by a person with a disability, status as a victim of domestic violence, sexual assault or stalking, national origin or any other basis, status or characteristic protected by local, state, or federal laws.