



three
dollar bill
cinema

Job Title: **Development Officer**
Reports to: Executive Director

General Job Objective: To lead, enrich, and grow the sponsorship and individual giving programs of Three Dollar Bill Cinema.

Duties and Responsibilities:

- Work closely with the Executive Director and manage all development activities including fundraising appeals, grant writing, and cultivation events
- Develop innovative proposals for sponsors of Three Dollar Bill Cinema's year-round programs
- Strengthen relationships with existing corporate sponsors
- Identify, cultivate, and secure new sponsors (cash & in-kind) for year-round Three Dollar Bill Cinema programs, and develop fundraising appeals
- Ensure sponsor deliverables are fulfilled
- Cultivate and build the existing individual donor base through strategic outreach and member engagement
- Manage Membership Intern for Three Dollar Bill Cinema's membership program, to meet goals and ensure benefit fulfillment
- Oversee membership e-news and correspondence
- Assist Three Dollar Bill Cinema's Major Gifts and planned giving program
- Research and write grant proposals
- Participate in the Development Committee of the Board to strategize member, donor, and sponsor cultivation and retention.
- Collect post-event data to create wrap reports for key sponsors
- Manage and process contracts, invoices, and payments
- Set and monitor development targets for growing membership, sponsorship, and individual giving

Qualifications:

- Three years of direct experience in nonprofit fundraising
- Bachelors Degree or equivalent educational experience
- Experience cultivating and managing relationships with major donors, Board members, and foundation program officers
- Demonstrated ability to secure significant donations from individuals, foundations, government agencies, and/or companies.
- Connection to the Seattle LGBTQ and film communities
- Exceptional written and verbal communication skills
- Excellent organizational, analytical, time management, and project management skills
- Proficiency in MS Office suite, Google Drive, and eTapestry (CRM system)

Desired Attributes:

- A commitment to Three Dollar Bill Cinema's mission and passion for the LGBTQ community and the arts
- Flexibility, creativity, and the ability to thrive in a fast-paced environment

- Comfortable with team management and decision-making
- Availability for weekend/evening meetings and events
- Friendly and outgoing
- Committed to working with people of varying socioeconomic backgrounds, sexual orientations, genders, and ethnicities

Commitment: Fulltime, 40 hours per week, salaried position
Supervises: Development & Membership Assistant/Intern
Salary: \$44,000 - \$48,000
Benefits: Medical and Dental provided, flexible work schedule