



INDIVIDUAL GIVING MANAGER

Key Position Details:

Department	Development
Location	artHOME - 200 Mercer Street, Seattle, WA 98109
FLSA Status	Exempt
Position Employment Status	Permanent, Full-time
Position Location	Primarily Onsite
Salary Grade/Range	\$81,000-\$90,000
Reports to	Development Director
Prepared/Revised Date	1/27/2026

SUMMARY:

Do you love building lasting relationships? Are you a people- person who is skilled at engaging people to advance mission-driven work? Do you have success and experience managing a portfolio of donors or have transferable skills in relationship management? If this sounds like you, Path with Art seeks a frontline donor facing engagement manager to advance our individual donor portfolio at the \$1,000-\$25,000 level.

With over 16 years of foundation, this is an exciting and pivotal time at Path with Art as we sit at the forefront of a growing international movement that utilizes the power of art as a means to support community and public health solutions.

Join our community and team of compassionate, kind and dedicated individuals. We believe deeply in our mission and enter into this important work in a culture of joy, fun and community.



JOB DESCRIPTION

Position Summary

The **Individual Giving Manager** serves as a critical member of the Development team to implement annual fundraising strategies in serving as a **frontline relationship manager for Individual donors**.

The **Individual Giving Manager** reports to the Director of Development and drives activity in managing a portfolio of fundraising strategies for annual revenue goals, events, supporting department administrative needs, and creative fundraising activities while supporting the organization's overarching goals and vision. They are comfortable initiating conversations, following up consistently, and asking for support or investment for Path with Art's mission.

The role is responsible for weekly donor meetings, prospecting current and new donors to develop relationships that serve to maintain and increase annual support. Simultaneously, the **Individual Giving Officer** plays a key role in supporting the advancement of the major gifts pipeline, the grants portfolio pipeline and a planned giving program.

The **Individual Giving Officer** will play a significant role in donor engagements and event management in Path with Art's events and other art exhibitions and showcases. They will do this by attending events, inviting current and prospective donors, supporting event logistics as it relates to development with the goal to create meaningful experiences/cultivation for donors and community members.

Primary responsibilities:

Frontline Fundraising Management: (75%)

- **Donor Portfolio: *Manage and develop customized relationships with Individual donors including prospecting, stewardship, cultivation and solicitation.***
 - Responsible for the management of an Individual Giving portfolio:
 - Advance a donor portfolio of current, prospect and event donors at the ~\$1,000-\$25,000 giving level

- Manage the full cycle of individual giving engagement-including identification, qualification, cultivation, solicitation, and stewardship-with a focus on outcomes and revenue growth.
 - Maintain regular, proactive engagement with portfolio donors and prospects to cultivate relationships, communicate Path with Art's mission and Case for Support, and advance philanthropic asks.
 - Oversee meaningful and creative stewardship and gratitude communications.
 - Support Development Director and annual strategic planning process with regard to individual giving projections for budgets and planning.
 - Ensure accurate and timely documentation of donor interactions, background information, and prospect details in the donor database.
 - Collaborate with Development and Database staff to support donor data integrity, revenue tracking, and reporting.
 - Report to stakeholders (senior leadership and board) as requested regarding progress and efforts towards revenue goals.
- **Planned Giving/ Donor Programs**
 - **Develop, draft and launch a Planned Giving Program.**
 - Develop, launch, and manage a Planned Giving Program in partnership with the CEO and Director of Development.
 - Research donation tax benefits annually, present adjustments, opportunities and support the communications plan to donors
 - Support the Director of Development in analyzing campaign specific opportunities + strategies.
- **Major Donor Pipeline**
 - Research and prospect relevant donor background information for the development team with the goal of building a donor pipeline to upgrade current donors and identify new opportunities and prospects.
 - Support donor communications; including the creation, support, distribution of fundraising appeals and Cases for Support.
 - Prepare donor briefing materials and customized cases or pitch materials to support donor meetings.
 - Identify and support cultivation opportunities for individual giving, and connect board and staff to steward relationships with current and prospective donors

when appropriate.

- **Institutional + Foundation Support**

- Assist the Grants Manager in researching and prospecting relevant foundation opportunities
- Support foundation meeting preparation, including editing cases for support, preparing foundation research briefs, and developing customized pitch materials.

Fundraising Events: (25%)

Provide logistical, cultivation and stewardship support Path with Art fundraising and engagement events:

- Attend and play a meaningful role at PwA fundraising and engagement events
- Lead and support event-related activities that enhance the donor experience and deepen connection to PwA's mission.
- Provide personal and customized invitations to steward and cultivate donors in the mid-level portfolio.
- Support prospecting and attendee analysis to inform leadership engagement strategies.
- Support Director of Development and team to provide support where applicable.

Qualifications:

- Passion for Path with Art's mission
- 3+ years in relationship portfolio management. (Transferrable skills applicable in for profit, non-profit or other relationship management roles).
- Proficiency in Mac operating systems, Dropbox, Salesforce, Microsoft Office Suite and Google Suite preferred
- Excellent verbal and written communication skills
- Strong organizational, problem-solving, and analytical skills; ability to manage multiple priorities and workflow
- Strong interpersonal skills; Ability to deal effectively with a diversity of individuals at all organizational levels
- Strong work ethic
- Attention to detail

Benefits:



Path with Art provides the following for employees:

- 100% employer-paid healthcare coverage including vision and dental for employees
- 401K with 3% annual employer contribution
- 13 Paid public holidays
- Employee Wellness Days
- Vacation starting at 15 days/year, scaling through service time at the organization
- 12 days of sick leave annually with year to year accrual

Our Mission

Path with Art Fosters the Restoration of Individuals, Groups, and Society from the Effects of Trauma Through Arts Engagement and Community-Building.

Our Vision

Path with Art is driven by its Vision: A world where arts engagement is recognized as transformative—**connecting the individual with self, the self with community, and communities with society**. In this world, the power of arts engagement is available for all. Since 2008, Path with Art has been at the forefront of a growing international movement that utilizes the power of art as a means to bring dignity, awareness, and healing to the complexities of the issues surrounding homelessness, and recovery from trauma. As a long-time leader in this field, the Path with Art model is currently being sought out and recognized by communities both nationally and internationally.

Who We Serve

We serve low-to-no income adults in active recovery from domestic abuse, homelessness, addiction, mental illness, and other trauma who are working to rebuild their lives. Our students are referred to us by over 30 social service partners. These include housing providers such as Plymouth Housing, the YWCA, and the Downtown Emergency Services Center as well as social service and mental health agencies such as the Community Psychiatric Clinic and Recovery Café.

Work Environment

The Path with Art office generally operates 9am to 5pm Monday through Friday. However, this position will periodically require availability outside these hours and during the weekend.



Equal Opportunity Employment & Workplace Inclusion

Path with Art is an equal opportunity employer, and does not discriminate on the basis of race, color, national origin/ethnicity, gender identity, religion, sexual orientation, age or ability, or any other factor made unlawful under applicable fair employment laws.

Path with Art acknowledges that our society has been built on systems of oppression and exclusion. Transforming our place in these systems is integral to our core purpose of fostering the restoration and resiliency of individuals, groups, and society from the effects of trauma through arts engagement and community building.

In order to bring about our organizational vision of a world where arts access is available to all, we must acknowledge the ways in which we, too, are complicit in upholding systemic inequities, even as we seek to dismantle them. In our equity work we seek to disrupt all forms of systemic, historical, and structural oppression. We recognize that the road to creating meaningful and lasting change is long, and we commit to walking this path with creativity, connection, hope, and possibility.

To apply please send a letter of interest and resume to jobs@pathwithart.org