



UMBRELLA PROJECT



Director of Development

Reports to: Umbrella Project Founders + Director of Operations
15 hours/week

Summary: The Director of Development works with Umbrella Project in seeking grant and funding opportunities as a fiscally sponsored 501c3 organization. This may include seeking group and individual opportunities, project-to-project opportunities, and developing donation campaigns. The Director of Development will assist Umbrella Project in curating its worth and placement in Seattle and Nationally to promote itself as a grant-winning organization, providing its projects and programs with sustainability.

Responsibilities:

- Establish and maintain grant database and deadlines for Umbrella Project eligibility
- Manage organizational archives + resumes for grant submission
- Construct outlines and provide copy for grant and funding applications
- Work with grant organizations (4 Culture, Artist Trust) to position Umbrella Project as a prime candidate for grant recipient
- Act as main point of contact for grants received on behalf of the organization
- Work with Director of Marketing on donation campaigns
- Provide innovative solutions for non-profit funding
- Attend monthly meetings
- Attend occasional meetings on projects that may be beneficial to funding opportunities

Qualifications:

- History of successfully receiving grants or contribution to doing so
- Familiarity with non-profit structure and 501c3 fiscal sponsorship guidelines
- Ability to effectively communicate information and ideas in written and verbal format, and build and maintain relationships
- Proficiency in Google Drive, Gmail, copy writing, editing, and grammatical accuracy
- Creative thinker with knowledge or interest in new plays, the creation of new work, or the fostering of local artistic material

Other Tasks May Include:

- Attendance to events on behalf of Umbrella Project
- Attendance to Umbrella Project produced events
- Occasional attendance to new works in Seattle, provided by Umbrella Project

TO APPLY: Send a resume and work samples to Gavin Reub at greub@umbrellaprojectnw.org.

This is a volunteer position at this time. We hope to offer competitive stipends in the coming year.

Umbrella Project expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Umbrella Project is dedicated to Anti-Oppression and Equity.