

Partnerships Associate | Job Description

**About Us:**

Photographic Center Northwest (PCNW) is a nonprofit educational institution facilitating creation, conversations, and experiences of significant photography. Through our 53-credit Certificate Program in Fine Art Photography, classes and workshops; exhibitions; robust schedule of public programs; and publicly-accessible photographic facilities we foster dialogue in the region through photography as the global language of today. After 30 years PCNW still maintains a start-up spirit with a dynamic and fast-paced workplace environment.

**Position Overview:**

PCNW seeks a motivated individual with experience pitching, developing, and managing sponsor-based partnerships; managing membership programs; and fundraising events. PCNW aims to increase development revenue in 2018-19 by expanding our regional business partners and individual donor base.

The ideal candidate will approach projects and problems strategically and creatively, and is outgoing, detail-oriented, highly motivated, and a quick study. The Partnerships Associate is part of the development/fundraising team, supports and reports directly to the Associate Director and works closely with the Marketing Manager.

**Job Responsibilities:**

- Cultivation and management of 5–7 revenue-generating partnerships, annually (45% of time)
- Oversight of membership program (35% of time)
- Project manager of spring fundraiser (20% of time; concentrated at certain times of year)
- Supports AD in other fundraising activities

**Required Qualifications:**

- Outreach experience—including sponsorship, partnerships, membership, or events
- Event planning; preferably with fundraising component
- Strong writing skills
- Strong communication skills
- Proficient in Microsoft Office
- Bachelors degree, or equivalent work experience

**Preferred Qualifications:**

- Familiarity with Salesforce
- Experience working with diverse populations from artists to Fortune 500 corporations
- Familiarity with the photographic medium
- Ability to effectively multi-task

**PHOTOGRAPHIC  
CENTER  
NORTHWEST**

- Ability to collaborate with small, agile teams

**Salary:** DOE, range starting at \$22,500; reports to the Associate Director

**Benefits:**

Salaried part-time position; 24 hours/week with a flexible, mutually agreed upon schedule. Some commitments on nights and weekends required. Healthcare benefits offered after 90-day trial. Generous vacation; opportunity to enroll in classes and workshops; free facilities use; and available free parking.

**To Apply:**

Submit a cover letter and resume to [opportunities@pcnw.org](mailto:opportunities@pcnw.org). No phone calls, please.

**Deadline August 16th.** Interviews will be conducted on a rolling basis, applicants are encouraged to apply early.