

Development Associate | Job Description

About Us:

Photographic Center Northwest (PCNW) is a nonprofit educational institution that teaches people how to see. Through our 53-credit Certificate Program in Fine Art Photography, classes and workshops; exhibitions; public programs; visual literacy; 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 an adaptive, fast-paced workplace environment.

Position Overview:

PCNW seeks a part-time motivated individual with experience pitching, developing, and managing corporate sponsorship and community partners. The Development Associate will be responsible for securing sponsorship for PCNW's two annual fundraising events, Chase the Light in June and our Benefit Auction in October. This position will also be tasked with developing institutional sponsorships and building relationships with community partners that support our work. PCNW aims to increase our corporate sponsorship by \$20K in 2019 as well as develop new revenue-generating programs with our community partners.

The ideal candidate will approach projects strategically and creatively in keeping with the goal of increasing audience engagement and fundraising. We are looking for someone who is outgoing, detail-oriented, highly motivated, and a quick study to join our dynamic staff of 12. The Development Associate is part of the development/fundraising team, supports and reports directly to the Executive Director and works closely with the Marketing Manager. This position is approximately 15 hours / week with the potential of becoming full-time in our next fiscal year, beginning July 1st dependent on performance.

Job Responsibilities:

- Cultivation and management of 5–7 corporate sponsorships, event-based and institutional (65% of time)
- Development and management of 2-3 community partnerships, event-based and discrete programs (20% of time)
- Support of ED in other fundraising activities, specifically around Chase the Light (15% of time)

Required Qualifications:

- Fundraising experience—may include sponsorship, partnerships, membership, or events
- Strong writing skills
- Strong communication skills
- Proficient in Microsoft Office
- Bachelors degree, or equivalent work experience

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NORTHWEST

Preferred Qualifications:

- Event planning; preferably with auction component
- Familiarity with Salesforce
- Experience working with diverse populations from artists to Fortune 500 corporations
- Familiarity with the photographic medium
- Ability to effectively multi-task
- Ability to collaborate with small, agile teams

Compensation:

Hourly, commensurate with experience

Schedule / Benefits:

This is an hourly part-time position; 15 hours/week with a flexible, mutually agreed upon schedule. Some commitments on nights and weekends may be required. Healthcare benefits and vacation may be discussed after June 30th contingent on position and performance. Opportunity to enroll in one class or workshop; free facilities use; and available free parking.

To Apply:

Submit a cover letter and resume to tnovak@pcnw.org. No phone calls, please.

Rolling Deadline. Interviews will be conducted on a rolling basis, applicants are encouraged to apply early.