

PHOTOGRAPHIC

CENTER

NORTHWEST

Development Manager | Job Description

Photographic Center Northwest (PCNW) is an education institution teaching people how to see. Through our 53-credit Certificate Program, classes and workshops, free exhibitions and public programs, and publicly accessible photographic facilities, we teach the history and future of photography. Learn more about PCNW at www.pcnw.org.

PCNW is looking to hire a full-time Development Manager to join our mighty team of 12! We seek a detailed, highly motivated individual with strong writing and social skills; experience in event planning and production; and a minimum of 2-3 years of fundraising experience. Must be collaborative, able to engage in high-level strategic thinking, and enthusiastic about developing relationships. In collaboration with the Executive Director, the Development Manager oversees PCNW's development efforts, which historically raises 30-35% of our annual \$1M operating budget. Working closely with the ED this position aims to expand audience engagement and increase contributed income by 10%. This position also works closely with the Marketing Manager, and is integral to the education and exhibitions teams.

Job Responsibilities (estimated time):

- Donor cultivation (20%)
- Identifying, writing, and managing grants (average 5-7 annually w/ goal to pursue new) (20%)
- Corporate sponsorship and partnerships (event and institutional) (15%)
- Project management of annual fall Benefit / auction and spring community fundraiser (25%)
- Work collaboratively with ED on other fundraising activities and special projects (20%)

Required Qualifications:

- Demonstrable fundraising success
- Event planning experience; preferably with fundraising component
- Strong writing skills
- Strong communication skills
- Strong organizational skills
- Outreach experience (i.e. sponsorship, membership, community partners, or events)
- Bachelor's degree, or equivalent work experience

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Preferred Qualifications:

- Knowledge of photography / photographic education
- Familiarity with Salesforce
- Familiarity with Greater Giving
- Familiarity with Microsoft Office
- Experience stewarding a wide range of relationships, from artists to donors to Fortune 500 companies
- Commitment to reaching and representing diverse communities
- Ability to effectively multi-task
- Desire to collaborate

Salary:

DOE, reports to Executive Director

Hours:

This is a full-time salaried position. PCNW is a 35-hour work week organization with some evening and weekend commitments. A regular schedule is required, but days and hours can be flexible.

Benefits:

PCNW provides majority employer-paid health insurance including vision and dental and generous paid time off and holidays after a 90-day trial period. Other benefits include: free use of PCNW facilities; free tuition in classes and workshops; and a parking pass.

To Apply | Deadline: August 22

Submit a cover letter and resume to tnovak@pcnw.org with the subject line "Development Manager". Women, POC, and LGBTQ identifying individuals are encouraged to apply. Please no phone calls. Interviews may be conducted on a rolling basis so interested applicants are encouraged to apply early.

PCNW is an equal opportunity employer. PCNW does not discriminate on the basis of race, color, gender, marital status, sexual orientation, political orientation, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability.