

Outreach & Development Associate | 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 hiring a full-time Outreach & Development Associate to join our mighty team of 10. We seek a detailed, highly motivated individual with strong writing and social skills; experience in event planning and production; and a minimum of 1-2 years of fundraising experience. Must be collaborative, able to engage in high-level strategic thinking, and enthusiastic about developing relationships.

The Outreach & Development Associate works alongside the Executive Director to oversee PCNW's development efforts, which encompasses community outreach, membership, partnerships, events, and some direct fundraising. This position supports the growth and diversification our community and increase of fundraising revenue overall; the development department supports approximately 30-35% of our annual \$1M operating budget. This position works also works closely with our Marketing Manager, and is integral to the education and exhibitions teams.

Job Responsibilities (estimated time):

- Audience development through partnerships and sponsorships (25%)
- Project management of annual spring community fundraiser, Chase the Light (25%)
- Membership program management (20%)
- Assistance with annual fall Benefit and Auction (10%)
- Assistance with grant research, writing, and reporting (10%)
- Work collaboratively with ED on other fundraising activities and special projects (10%)

Required Qualifications:

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

PHOTOGRAPHIC

CENTER

NORTHWEST

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:

\$40,000-\$48,000 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 | Priority Deadline: January 12, 2020

Submit a cover letter and resume to tnovak@pcnw.org with the subject line "Outreach & Development Associate". Women, POC, and LGBTQ identifying individuals are encouraged to apply. Please no phone calls or other inquiries. Anticipated start date is early February 2020.

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.