

Development Manager | Job Description

Photographic Center Northwest (PCNW), an educational institution facilitating creation, conversations, and experiences of significant photography, is hiring a Development Manager.

We seek a motivated individual with some previous experience in fundraising; great writing skills, social graces, and determination required. Must be a team player ready to engage in high-level strategic thinking, as well as possess an “all hands on deck” mentality to pitch in as needed. A sense of humor, an interest in the arts and education, and experience with Salesforce a plus.

Responsibilities include:

- oversight and growth of membership and individual giving
- completion and management of 7-10 grant applications locally and nationally
- project management of annual benefit
- working with the executive director and board of ~15 members on board initiatives and engagement. Board meets quarterly with an annual retreat.

Salary \$30,000; reports to the Executive Director

Hours | Photo Center NW is open to the public Tuesday to Friday 12 pm-9pm and Saturday 12-6pm; ours is a 35-hour full-time work week. Some hours flexibility is extended and required.

Benefits | This is a full-time position and includes health insurance. Other benefits include:

- Free use of Photo Center NW's darkroom, lab, and studio facilities
- Free enrollment in one class or workshop per quarter (restrictions apply)
- Parking Pass

Required Qualifications

Some previous fundraising experience with demonstrable successes

Great writing skills

Strong organizational skills

Proficient in Microsoft Office

It is essential that the person in this role is reliable, a team player who also takes ownership over primary responsibilities. Ability to accomplish the physical aspects of the position, including lifting up to 50lbs, standing and sitting for long periods.

Preferred Qualifications

A love for a fast paced work environment and troubleshooting

A self-starter with a go-getter attitude and an openness to helping other team members, proposing and taking on initiatives

Experience with Salesforce

Apply | Deadline: February 14

Please send your cover letter and resume to mdunnmarsh@pcnw.org, with the subject line: “**Development Manager PCNW**”. Please no phone calls or other inquiries. We will be in touch by February 18 if we are interested in scheduling an interview.