



Development Director | Job Description

Photographic Center Northwest is excited to share that we are expanding our staff for the first time in five years and are seeking a full-time Development Director to join our leadership team. If you're passionate about arts education and believe in the power of community and photography, then read on!

ABOUT US

PCNW is a place for everyone to explore the photographic arts. We promote lifelong learning and creativity through resources and programs that inspire and empower. We believe in a world where visual storytelling and artistic expression are used as tools for positive change, community building, and greater empathy. Through our 53-credit Certificate Program, classes and workshops, free exhibitions and public programs, and publicly accessible labs we offer photographic education and experiences. Learn more about PCNW, our programs, and core values at www.pcnw.org.

THE POSITION

The Development Director works closely with the Executive Director to oversee PCNW's development efforts, encompassing community outreach and expansion, direct fundraising and donor cultivation, membership, partnerships, corporate sponsorship, and events. This position supports the growth and diversification of our community and revenue sources, and assists in raising approximately 45-50% of our annual \$1M operating budget. This position manages the Outreach & Development Associate and works closely with the Marketing Manager, and Exhibitions & Public Programs Coordinator to support our programs, community, and marketing efforts. PCNW is also in the second year of a \$4M capital campaign to raise funds for a new home and endowment. This position will have the opportunity to gain experience working on a capital campaign. Specific areas of responsibilities are:

- *Organizational Leadership.* Collaborates with the ED, key staff, and board members to strategically advance PCNW's long-term goals. (15%)
- *Fundraising.* Grows relationships with key stakeholders including individual donors, foundations, government agencies, corporations, and community partners to increase our contributed income. This also includes supporting the ED on grant applications through collaborative writing, editing, budgeting, data gathering, and reporting. (45%)
- *Audience & Program Development.* Manages the Outreach & Development Associate in their work to expand access to PCNW through membership, events, scholarships, and free public programs. (20%)
- *Event Management.* Manages PCNW's annual fall gala and auction with support from the ED. Oversees Outreach & Development Associate in management of annual community fundraiser, Chase The Light. (20%)

OUR IDEAL CANDIDATE

We hope that you are collaborative, curious, and innovative in your approach to life and work.

Specifically, we are looking for someone with:



- 3-5 years of direct fundraising experience. Capital campaign familiarity is a plus, but not required.
- Experience in program development, strategic planning, and/or fundraising campaigns.
- Project management skills, including ability to set goals; identify action items, roles, and responsibilities; engage and harness talents of team members; create and meet deadlines; be agile when necessary, and celebrate successes.
- Knowledge of the grant application process, including writing and editing, gathering data and materials, and follow-up reporting.
- Comfort working with different communities with sensitivity to their background and relationship with the organization.
- Commitment to advancing DEIA work at PCNW, and understanding the role inequities play in our society.
- Familiarity with Salesforce, Greater Giving, iWave, and/or Foundation Center software is a plus.

We get that not everyone is going to check every box here! Applicants who have some experience and are looking forward to growing with a fun, thoughtful, talented team are encouraged to apply.

Salary:

\$68,000-\$80,000 DOE. Reports to Executive Director

Hours:

This is a full-time salaried position. PCNW maintains a 35-hour work week with this role requiring some evening and weekend commitments. A regular schedule is required, but days and hours can be flexible. This position works both remotely and in the office.

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: an FSA, PCNW paid maternity leave, free use of PCNW facilities, free tuition in classes and workshops, and a parking pass and pre-taxed Orca card.

To Apply:

Submit a cover letter and resume to opportunities@pcnw.org with the subject line "Development Director". Women, BIPOC, and LGBTQIA+ identifying individuals are encouraged to apply. Questions? Email opportunities@pcnw.org. Priority Deadline is February 29, 2024. Interviews in early March, and anticipated start date is early to mid April.

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