



Seeks a:

## PART TIME DEVELOPMENT MANAGER

Job Title: Development Manager  
Status: Part time, average 24 hours per week  
Compensation: \$25k-29k DOE

*Employer paid medical benefits, flexible schedule, option to work from home part-time, free access to photography facilities and classes.*

### POSITION SUMMARY

The Development Manager will help to implement key strategies to support the resource development function of the organization. The Development Manager will focus on grant writing and will also help to identify, cultivate, solicit, and steward donors through a variety of activities that encompass areas such as annual giving, membership, major gifts, small capital campaigns and sponsor solicitation. This position works with the staff, volunteer interns, and board members to support capacity building of the Photo Center. This is the first position solely dedicated to development at the Center and we are committed to working with this employee to assess reasonable goals, determine priorities, and provide administrative support.

### ESSENTIAL RESPONSIBILITIES

- Manage grants administration and research, work with program staff on funding opportunities, develop relationships with funders, and track, monitor, and compile information to support outreach to grant funders, including proposal generation and follow-up reporting
- Assist with donor cultivation by helping to identify, organize, and implement prospect engagement strategies
- Serve as the team lead on donor stewardship, responsible for implementing strategies to ensure supporters are acknowledged promptly and at regular intervals throughout the year
- With assistance from other staff and an IT team, help the organization develop a database specific to donor and grant tracking
- Oversee the creation and updating of donor/membership letters, mailings, solicitations, and reports in the area of development
- Work with the board development and marketing committees on development initiatives
- Assist the ED with the creation and implementation of annual development plans
- Other duties as assigned

### QUALIFICATIONS

- BA/BS in a relevant field and/or 2-4 years experience in a development function at a non-profit organization
- Proven success with past grant management including writing applications for grants at the \$10,000+ level that resulted in awards
- Strong attention to detail and exceptional organizational skills; able to meet deadlines while balancing multiple priorities and projects
- Excellent oral and written communications skills

- Ability to maintain a positive, professional, and service-oriented demeanor at all times toward a variety of constituents
- Ability to represent the organization at fundraising and community events; comfortable with public speaking as well as one-on-one interactions

#### **HOW TO APPLY**

Send your cover letter and CV/resume to: [jobs@pcnw.org](mailto:jobs@pcnw.org) w/the subject line: *Development Manager Position*

Please include specifics regarding your grant writing and development experience. Position open until filled.

*No calls or unsolicited additional communication*

*It is the policy of Photographic Center Northwest to employ the best qualified individuals available for all jobs without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity/gender expression, disability, and citizenship, status as a veteran with a disability.*