

### Department Overview

The Development Department's goal is to raise funds for the full range of Aperture Foundation's activities, including but not limited to publications, exhibitions, public programs, collection-related projects, the magazine, and general operating support. A range of activities are undertaken in order to meet fundraising goals, which fall into the following categories for institutional funding:

- Government Funding (Federal, State, and Local)
- Private and Corporate Foundation Funding
- Family Foundation Funding

These sources assist in support for specific projects and departments, as well as general operating support. In order to meet our fundraising targets each year, the Institutional Funding team coordinates institutional partnerships with a view to successfully cultivate new funding prospects as well as to maintain relationships with and care for existing donors.

### What You Can Expect to Learn

- Techniques and strategies used to attain fiscal and mission-driven development goals
- Effective strategies for cultivation and stewardship of institutional funders
- Knowledge of the different types of institutional funders and their procedures and contract requirements
- Skills for creating successful development materials and acknowledgment letters
- Knowledge of the art world and the philanthropy system
- Development of writing skills and knowledge of project and organizational budgets
- Database and grant contribution processing
- How to create and submit tracking forms and financial information for payment and processing
- How to utilize philanthropy literature (Chronicle of Philanthropy/Foundation Center) to assist in research
- Aperture's departmental meetings and protocol

### Departmental Duties

- Prepare and update acknowledgment letters
- Generate and track financial forms and information
- Enter grant contributions into donor database
- Complete detailed research of prospective institutional donors
- Coordinate and prepare materials and presentations to accompany grant proposals and reports
- Coordinate materials and space for departmental meetings

### General Work Scholar Responsibilities

- Further develop knowledge of photography as well as Aperture's mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- Assist with front of house engagement and lead informational tours
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit (Fall term) and Spring Party (Spring term)
- Participate in jurying the Aperture Portfolio Prize (Fall term)
- Work occasional Saturdays, extended hours, and events (paid hours)
- Kitchen duty (fridge and dishes)

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## Requirements

Advanced experience with Microsoft Office, especially Word, Excel, and PowerPoint; solid basic math skills; excellent communication and grammar skills. A strong working grasp of database programs such as Salesforce, DonorPerfect, and/or Raiser's Edge is preferred.