

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 generally fall into the following categories:

- Major Gifts / Project Support
- Biannual Appeals
- Membership Programs
- Annual Benefit / Fundraising Events

In order to meet our fundraising targets each year, the Development Department coordinates membership and fundraising events, prospect research, and corporate and institutional partnerships with a view to successfully cultivate new funding prospects in addition to maintaining relationships with and caring for existing donors.

What You Can Expect to Learn

- Techniques and strategies used to attain development goals, both on fiscal and mission-driven levels
- Effective strategies for cultivation and stewardship
- Skills for creating successful development materials and acknowledgment letters
- Knowledge of the art world and the philanthropy system
- Event planning and preparation skills
- Database and gift processing
- How to create and submit tracking forms and financial information for payment and processing
- Aperture's departmental meetings and protocol

Departmental Duties

- Correspond with donors and manage customer service for the membership program
- Update acknowledgment letters
- Assist in coordinating all aspects of the annual benefit party and auction (Fall term)
- Assist in the preparation and execution of membership and special events
- Generate and track financial forms and information
- Input gifts into donor database
- Complete detailed research of prospective donors
- Coordinate materials and space for departmental meetings
- Assist with the annual appeal campaigns

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)

aperture

Requirements

Advanced experience with Microsoft Office, especially Word and Excel; strong working grasp of database programs such as DonorPerfect, Raiser's Edge, or Salesforce; some HTML experience; excellent communication and grammar skills.