

**APERTURE JOB OPENING**

**Position Title:** Institutional Funding Officer  
**Reports to:** Director of Development  
**Status:** Full-time  
**Date:** June 19, 2018

Aperture is proud to count leading local, state, and federal grant-making organizations, independent foundations, family foundations, artist estates, and foreign embassies among its valued supporters and collaborators. In 2018, Aperture is launching a new strategy for the next chapter of our evolution, seeking to capitalize on our artistic credibility and build institutional capacity. At this exciting time of growth and change, Aperture seeks an Institutional Funding Officer to lead fundraising and relationships with institutional partners and supporters.

**POSITION SUMMARY**

The Institutional Funding Officer is responsible for managing all aspects of Aperture's portfolio of institutional partners, and devises and implements strategic approaches to secure relationships with institutional collaborators to achieve annual operating goals. This position reports to the Director of Development and jointly supervises a Development Coordinator and a Work Scholar.

**KEY RESPONSIBILITIES**

- Serve as the primary contact and relationship manager to corresponding contacts
- Develop an institutional fundraising strategy in collaboration with Director of Development and the Executive Director
- Manage a portfolio of existing and new foundation donors, creating opportunities to engage new foundation donors
- Carry out research and capitalize and disseminate information on institutional funders, opportunities, guidelines, and strategies
- Project manage complex proposals and reports and ensure timely submission to funders, working across the organization with program and development staff
- Maintain foundation donor information in Salesforce database
- Develop and track annual forecast for institutional advancement and report on progress quarterly to Board Development Committee and to the Board of Trustees

## CANDIDATE QUALIFICATIONS

- Excellent writing skills and interpersonal skills
- 4+ years of experience in a fundraising operation and proven success in grant fundraising
- Grant writing experience with a successful record of securing foundation grants for publishing, arts, and/or cultural institutions
- Strong interpersonal and relationship skills with the ability to work and collaborate across teams
- Outstanding organizational skills, including ability to plan, prioritize and manage a varied workload to meet deadlines
- Experience with Raiser's Edge or Salesforce database or similar fundraising software important, and working with budget and other financial documents required for grant submissions; and proficiency in Microsoft Office (Excel, Word, PowerPoint)
- A passion for Aperture's mission with some art history knowledge
- A Bachelor's Degree is required (advanced degree is preferred).

## TO APPLY

Please send a resume and thoughtful cover letter, outlining why you would like to work at Aperture and how your skills and experience meet the qualifications of the position, to [newhiredevelopment@aperture.org](mailto:newhiredevelopment@aperture.org), using the following conventions:

Subject line: **Institutional Funding Officer**

Cover Letter: yourfirstname\_yourlastname\_coverletter.pdf

Resume: yourfirstname\_yourlastname\_resume.pdf

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted.

Aperture offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also has generous vacation, sick leave, and personal days, access to a variety of cultural institutions, and a stimulating and collegial work environment.

Aperture seeks to build a diverse and inclusive workforce, and welcomes all applications regardless of gender, race, sexual orientation, cultural background, disability, age, or religion.

## **ABOUT APERTURE**

Aperture is a not-for-profit organization, connecting the photo community and its audiences with the most inspiring work, with the sharpest ideas, and with each other—in print, in person, and online.

Created in 1952 by photographers and writers as “common ground for the advancement of photography,” Aperture today is a multiplatform publisher and center for the photo community. More information about Aperture can be found at [aperture.org](http://aperture.org).