

APERTURE JOB OPENING

Position Title: Individual Giving and Events Officer
Reports to: Director of Development
Status: Full-time
Date: January 7, 2019

Aperture is seeking a full-time Individual Giving and Events Officer responsible for initiating, developing, and stewarding relationships with individual donors and prospects, and management of special events to achieve operating goals. The Officer will strategically organize and cultivate a growing portfolio of donors and prospects and will directly solicit donations and help to close gifts as appropriate. The Officer will manage all aspects of donor relations, including planning, overseeing, and attending membership program events. In addition, the Officer will help shape and manage the organization's membership program, donor cultivation activities, and annual fundraising events. The Officer reports to the Director of Development and supervises a Development Associate and Work Scholar.

KEY RESPONSIBILITIES**Membership**

- Oversees and coordinates membership activities, including marketing efforts to promote renewals
- Manages the program, writes newsletters, ensures timely distribution of member gifts and correspondence for renewal notices and acknowledgement letters
- Presents quarterly reports on membership statistics and trends
- Helps plan and execute a rebrand of Aperture's multi-tiered membership program in collaboration with the Director of Development

Individual Giving

- Work collaboratively with the Director of Development to create an individual giving fundraising plan, including donor prospect identification, cultivation, acknowledgment, and solicitation
- Develop and implement strategies, goals, and timelines aimed at increasing individual donor base, average donor gift size, and total funding support secured from individual donors
- Support the Director of Development with all areas of donor cultivation

Special Events

- Oversee the coordination and success of Aperture’s annual fundraising events, as well as other smaller events. Responsibilities include: event concept development; supporting event co-chairs, honorees, and committees; fundraising auctions, and sponsorship procurement; producing all correspondence and materials; and follow-up activities, including 100 percent closing-out of pledged receivables and acknowledgments
- Conceptualize, plan, execute, and evaluate dynamic, mission-centered activities and events for individual donor cultivation, prospecting, and renewals
- Manage all logistics for events, including research and selection of event venues; overseeing production; sourcing and management of all event vendors, facilities; transportation; preparing and modifying contracts; supplies, event timelines, production schedules, and run of show, seating, volunteer recruitment, training, coordination, etc.
- Track finances, including budgets, check requests, invoicing, and reporting
- Coordinate event team workflow and priorities, and collaborate with staff in other departments

REQUIREMENTS

- BA (advanced degree preferred)
- 4+ years of experience and proven success in individual fundraising and events
- Experience in an art museum or cultural institution and planning donor travel desirable
- Demonstrated ability to work effectively and successfully in identifying, cultivating, and soliciting individuals for support
- Team player who works collaboratively across the department and institution
- Excellent writing and interpersonal skills
- Demonstrated attention to detail
- Excellent computer skills and more than one year of experience with Salesforce or Raiser’s Edge database or similar fundraising software important

TO APPLY

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and how you heard about this opportunity, to newhiredevelopment@aperture.org, using the following conventions:

Subject line: **Individual Giving and Events 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, the sharpest ideas, and with each other—in print, in person, and online.