APERTURE JOB OPENING

Position Title: Development Associate
Reports to: Individual Giving Officer and Chief Development Officer
Status: Full-time
Date: November 23, 2021

POSITION SUMMARY

Aperture seeks a Development Associate to provide essential program and administrative support for the Development team, ensuring the smooth operation of all aspects of the department’s goals and initiatives. The Development Associate is responsible for maintaining the department’s priority-setting calendar; supporting institutional and individual giving activities; maintaining donor records in Salesforce; overseeing the gift processing and acknowledgement process; producing contributed income reports and donor listings; and assisting with the coordination of Aperture’s fundraising and patron cultivation events. Related tasks will include collaboration with Executive Director, Trustees, and colleagues in other departments as needed.

The Development Associate reports to the Individual Giving Officer and to the Chief Development Officer.

KEY RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Manage Development Department schedules, clearly identify priorities and goals set by Development staff with other departments, track projects, and coordinate planning and communication with other departments
- Oversee administration and daily operations of the patron and membership programs, including fulfillment of benefits, maintenance of donor records, timely processing of upgrades and renewals, and follow-up by phone or e-mail when necessary
- Keep track of departmental income/expenses and financial budget/projections
- Oversee gift processing, ensuring full coordination with accounting staff as well as data and record input
- Work with the Individual Giving Officer to implement fundraising and patron events
• Work with the Chief Development Officer to schedule trustee Development and Nominating Committee Meetings and draft meeting minutes
• Field inquiries via phone lines and development and membership email inboxes, providing member service/troubleshooting as necessary, while referring more complex inquiries to appropriate Development staff
• Work with the Development team on implementation and tracking of appeals, campaigns, and other development initiatives
• Conduct individual donor prospect research and create profiles as assigned
• Maintain department files and copies correspondence as needed
• Produce all printed matter and oversee all mailings for events, stewardship mailings for corporate and institutional donors, patron and membership acquisitions and renewals, and annual appeals
• Maintain department materials and coordinate proposal packets and materials, benefit sheets and brochures, and other department ephemera
• Assist with aspects of the Annual Gala and Auction with the direction of the Chief Development Officer
• Oversee and manage development work scholar(s) and volunteers
• Other duties as assigned

QUALIFICATIONS:

• Bachelor’s degree
• 1-3+ years’ development experience for an arts and culture organization, preferably visual arts
• Attentive to detail, while adapting quickly to, planning for, and managing multiple projects in a fast-paced setting
• Solid organization and communication skills, including written, oral, and active listening
• Ability to exercise flexibility, good judgement, and discretion
• Ability to function independently yet work within a department and organizational structure
• Understanding of Aperture’s mission and the ability to be an effective spokesperson and representative
• Proficient use of Microsoft Office programs, internet applications, and fundraising databases (with Salesforce experience a plus)
• Ability to travel locally and work occasional evenings and weekends
TO APPLY

Please send a resume and professional cover letter in one PDF attachment, including salary requirements, and describe how your skills and experience meet the qualifications, to newhiredvelopment@aperture.org, using the following conventions:

Subject line: Development Associate
One PDF attachment: yourfirstname_yourlastname_coverletter and 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 commensurate with experience, 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, a not-for-profit organization, connects the photo community and its audiences with the most inspiring work, 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 community, engaged with photography as a language of ideas and committed to the medium’s contributions to the urgent issues in society and contemporary culture.

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. Diversity, equity, and inclusion are at the heart of our strategic thinking, and reflected in the selection of artists and writers that we publish, the engagement programs we present, and our ongoing work to diversify our staff and board.