APERTURE JOB OPENING

Position Title: Individual Giving Officer
Reports to: Chief Development Officer
Status: Full-time
Date: November 11, 2021

POSITION SUMMARY

Aperture seeks an Individual Giving Officer who will primarily work to secure gifts from individual donors, members, and prospects to support the broad scope of the organization’s work. The Individual Giving Officer will identify, qualify, cultivate, solicit, and steward their own portfolio of donors/prospects, implementing targeted strategies to upgrade donors to their maximum level of giving, and work to expand the overall donor pipeline. The Individual Giving Officer will manage all aspects of donor relations, including planning, executing annual fund and membership solicitations, and attending patron and membership program events. In addition, the Officer will help refine and manage the organization’s membership program, donor cultivation activities, and committees, and special gifts as assigned. The Individual Giving Officer will report to the Chief Development Officer and supervise a Development Associate and a Work Scholar. The ideal candidate is an enthusiastic self-starter who is capable of building sustainable, long-term philanthropic relationships with individuals while meeting annual fundraising goals.

KEY RESPONSIBILITIES

Key Responsibilities include, but are not limited to:

- Build and manage a portfolio of donors and prospects to deepen their engagement and relationships with Aperture and increase their giving, aligned with Aperture’s fundraising priorities.
- Work with the Chief Development Officer to create an individual giving fundraising plan, including donor prospect identification, cultivation, acknowledgment, and solicitation
- Conceptualize and implement strategies and goals to engage new prospects, current donors, and increase donor gifts, including identifying and researching prospects where appropriate
• Support the Executive Director, Trustees, Chief Development Officer, and Aperture colleagues with all areas of donor cultivation and stewardship

• Proactively stay abreast of Aperture’s program and fundraising needs within areas of responsibility and identify prospective donors for those needs

• Craft effective proposals, reports, acknowledgements, and other related communications.

• Oversee and coordinate membership activities, including marketing efforts to promote acquisitions and renewals, write newsletters, ensure timely distribution of member gifts and correspondence for renewal notices and acknowledgement letters

• Conceptualize, oversee, and host various cultivation and stewardship activities. Manage all logistics for patron and member events, including research and selection of event venues and overseeing production, event timelines, and execution.

• Track finances, including budgets, check requests, invoicing, and reporting.

• Maintain current and accurate moves management records in Salesforce database.

• Other duties as assigned

REQUIRED QUALIFICATIONS

• Bachelor’s degree

• 5+ years’ development experience for an arts and culture organization, preferably visual arts, part of which is in a donor-facing role

• Demonstrated success in soliciting and closing gifts, annual fund, membership, and individual gifts

• 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 and fundraising databases (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: Individual Giving Officer
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.