

### Department Overview

The Development Department's goal is to raise funds for the full range of Aperture'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:

- Grant Writing
- Prospect Research
- Major Gifts / Project Support
- Annual Appeals
- Membership Programs
- Annual Gala / 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

This program is designed so that each work scholar works with a senior staff member one-on-one. In the beginning of each term, the department welcomes the work scholar and discusses the structure and organization while also asking for specific tasks that each work scholar wishes to refine. Midway through the session, staff and work scholars meet again to review the past month's projects and discuss the overall program, examine ways to improve, and provide feedback. There is also an exit meeting in which work scholars are invited to share what they learned and evaluate the program overall.

- Techniques and strategies used to attain development goals, both on fiscal and mission-driven levels
- Methods for donor research and grant writing
- Effective strategies for cultivation and stewardship of institutional and individual donors
- 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 processing

# aperture

- 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
- 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
- Assist with prospect research and aspects of grant writing and proposal preparation

## 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
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings, as needed
- Assist at the Aperture Gala (Fall term)
- Work occasional events

## 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.

## TO APPLY

Please apply using the link below. Please send a resume and professional cover letter in one PDF attachment and describe how your skills and experience meet the qualifications.

[https://docs.google.com/forms/d/e/1FAIpQLScus1u6YXSipK3\\_vcbRFD80qAfLvQcDR0HV8K-s4Pw3JHJTEw/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLScus1u6YXSipK3_vcbRFD80qAfLvQcDR0HV8K-s4Pw3JHJTEw/viewform?usp=header)

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted. Aperture will be offering a salary of \$18 per hour to start for this position. This position will start in July, 2025. This position is part-time at 24 hours a week.

# **aperture**

**The deadline for applications is Friday, June 6, at 11:59PM.** If you have any questions, please reach out to [workscholars@aperture.org](mailto:workscholars@aperture.org).

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.