

## Aperture Work Scholar Program Position Description Development

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### Department Overview

The Development Department raises funds to support the full range of Aperture's work, including publications, exhibitions, public programs, *Aperture* magazine, and general operations. The work scholar will report to the Director of Development and work closely with the full development team during an especially active period in Aperture's history. The work scholar will join the team as we plan and execute the opening events at 380 Columbus Avenue—a rare opportunity to contribute to a landmark moment for the organization and to see firsthand how a major institutional milestone comes together.

A range of activities are undertaken to meet fundraising goals, including:

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

In order to meet our fundraising targets each year, the Development Department coordinates membership and fundraising events, prospect research, as well as corporate and institutional partnerships to successfully cultivate new funding prospects in addition to maintaining relationships with existing donors.

### What You Can Expect to Learn

This position is designed to give you a genuine, working understanding of how development functions at a nonprofit arts organization. By the end of your term, you will build practical skills and have real context for how philanthropic support is built, maintained, and translated into mission-driven work, such as:

- The strategies and techniques a development department uses to set and pursue fundraising goals
- How individual and institutional donors are identified, cultivated, and stewarded over time
- The fundamentals of grant research and writing, and how to communicate an organization's programs and impact to funders
- How membership programs are structured and sustained
- How high-profile donor cultivation events are conceived, planned, and executed—with the opening celebrations at Aperture's new home as a direct, hands-on example
- How to craft effective donor communications and acknowledgment letters
- How donor database management and gift processing support development operations

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## Departmental Duties

- Assist with planning and execution of member and donor cultivation events, including managing RSVPs, preparing materials, and providing on-site support
- Assist with prospect research and donor database upkeep
- Draft and edit donor acknowledgment letters and other development materials
- Support grant tracking, financial forms, and payment processing
- Assist at opening events at 380 Columbus Avenue
- Coordinate materials and logistics for departmental meetings
- Assist department staff as needed

## 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
- Assist at the Aperture Gala (Fall term)
- Work during occasional events

## Requirements

An acute attention to detail, critical thinking, and clear written communication skills. Proficiency in Microsoft Office, especially Word and Excel. Experience with or an enthusiastic willingness to learn database programs such as Salesforce, Notion, and DonorSearch. Ability to work at occasional donor events that fall outside of office hours.

## 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://forms.gle/ztiT4kUKHLZA1q7U7>

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 late-March, 2026, with a minimum 6-month commitment. This position is part-time at 24 hours a week.

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.