



JOB POSTING
Development Associate
June 2021

Summary of the Position

The **Development Associate** is responsible for providing support for The Picture House Regional Film Center's annual fundraising program including grants and sponsorship management, event coordination, donor relations, membership, and prospect research. The successful candidate is detail-oriented and creative; a self-starter and problem solver with a love of film and nonprofit management.

The Organization

The Picture House Regional Film Center is a 501 (C)3 mission-driven nonprofit organization located in Pelham, NY. Picture House audiences come from Westchester County, the Bronx, Southern Connecticut and beyond. The theater was built 1921 and has been operating as a nonprofit with a focus on film, education, and community since 2005. Every Picture House employee is a member of a collaborative team with the achievement of The Picture House mission as the ultimate job goal:

The Picture House is dedicated to creating a shared community experience for diverse audiences through film, education programming and unique cultural offerings. Our historically preserved and restored theater offers a unique gathering place dedicated to entertaining, enriching, and inspiring a sense of wonder for all ages.

It's an exciting time to join The Picture House team. This year marks the theater's centennial and begins its second century as a thriving hub for arts, culture, and community.

RESPONSIBILITIES

- Manage fundraising database including regularly updating database, eliminating duplicate records, ensuring accuracy of ledgers and solicitation codes for all gifts
- Process gifts and run monthly donation and membership reports
- Provide membership support – processing memberships as needed, acting as primary member contact
- Prepare and process all donor communications including tax letters and gift acknowledgements
- Ensure the accuracy of all donor listings
- Create mailing lists for all communications including Annual Appeal, Annual Report, The Big Picture (twice a year), invitations for fundraisers, and others as needed
- Prepare materials and reports for meetings with donors and sponsors
- Consistently monitor and update donor/fundraising information on TPH websites as well as on Charity Navigator and other donor information sites
- Develop and maintain annual fundraising calendar (including grant deadlines, event milestones, annual appeal, and membership campaigns)
- Provide grant application coordination, including co-writing and co-editing applications, gathering supplemental material and tracking submissions
- Coordinate the fundraising aspects of two annual events, including guest RSVPs and receipts, payment, data transfer, onsite registration, and assisting with organizing live and/or printed journal, etc.
- Prepare materials for Board meetings and Board communications as needed
- Conduct individual, corporate, and foundation prospect research

- Keep office supplied with fundraising materials, including letterhead.
 - Other duties as required
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LOCATION, SCHEDULE, AND REPORTING

This full-time position, located in Pelham, NY, is easily accessible by car, bus, and train (Metro North). The Picture House operates seven days a week. This role occasionally requires availability on evenings and weekends. The Development Associate will report to the Executive Director.

JOB REQUIREMENTS

- Bachelor's degree or equivalent professional experience required
- Excellent writing, communication, and interpersonal skills
- Strong organizational skills and attention to detail
- Proficiency with Microsoft Office Suite
- Experience with donor databases, esp. Donor Perfect, preferred
- Ability to work independently and handle tasks concurrently
- The ideal candidate has a positive attitude and a strong work ethic; a sense of urgency and a sense of humor; unflagging integrity; a love of the arts; and a passionate commitment to The Picture House mission

COMPENSATION AND BENEFITS

- Base compensation range: \$40,000-50,000, commensurate with experience
- Paid time off (3 weeks' vacation; 12+ company holidays)
- Access to employer health plan (100% employee-paid)
- Ongoing professional development opportunities
- Collaborative culture with professional standards and respect for quality of life
- The opportunity to contribute to the success of a mission-driven organization with a strong track record

TO APPLY:

This is a full-time (40 hour/week) position. To apply, please send a **cover letter and resume to info@thepicturehouse.org** with **Development Associate** in the subject line.

The Picture House (TPH) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, TPH complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.