



Position Title: Communications and Development Manager

Reports to: Executive Director

Salary Range: \$30,000 to \$40,000

#### Mission

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.

#### Overview

This is an exciting position for someone who wants to be innovative and work in a thriving, nonprofit regional film center.

The efforts of the CDM will support a variety of functions including marketing, communications, fundraising and project management. This person will collaborate closely with a highly efficient and tight knit team. This is great opportunity for a self-starter who combines excellent organizational skills and attention to detail with a commitment to customer service.

#### RESPONSIBILITIES

- Provide project management support to TPH's communications, marketing, and fundraising efforts and events.
- Collaborate with colleagues and coordinate campaign needs including marketing and communication assets, fundraising, and education program materials and events.
- Evaluate customer experience processes and practices (ticket and membership buying, education registration, phone systems) regularly and make improvements
- Project manage and participate in ad-hoc related campaign events.

#### SPECIAL EVENTS

- Coordinate two annual fundraising events including managing all RSVPs and receipts, creating and maintaining online ticketing/sponsorship/donation website, assisting with organizing live and/or printed journal, etc.

#### FUNDRAISING

- Develop and maintain annual fundraising calendar (including grant deadlines, event milestones, annual appeal, and membership campaigns)
- Process gifts and run monthly donation and membership reports
- Prepare and process all tax letters and donor correspondence
- Oversee execution of all fundraising and membership appeals and campaigns
- Research prospective donors/grantors and prepare necessary reports

- Manage fundraising database including regularly updating database, searching and combining duplicate records/households and accuracy of Ledgers and Solicitation codes for all gifts
- Prepare materials for meetings with donors and board members
- Prepare written reports to major donors
- Manage grant application process including co-writing and co-editing applications, gathering supplemental material, and tracking submission
- Assist customers with joining or renewing online or over the phone
- Troubleshoot membership processing and fulfillment through ticketing system (Agile) and donor database (DonorPerfect)
- Other duties as required

#### COMMUNICATIONS

- Manage social media presence
- Manage publication production
- Oversee timelines and traffic
- Create mailing lists for all communications including Annual Appeal, Annual Report, The Big Picture (newsletter), invitations for fundraisers, and others as needed
- Assist with writing, editing, visuals, and layout
- Monitor and make regular updates to website
- Manage donor email lists and email campaigns
- Maintain screening and event rosters
- Maintain press archives
- Maintain internal documents including passwords, photos and stills, and organization archives
- Prepare and deliver weekly email blast

#### OFFICE MANAGEMENT

- Open office daily
- IT and general office troubleshooting
- Answer phones/office emails and relay messages as appropriate
- Keep office supplied with necessary items including stationery, paper, printer supplies, etc.
- Attend weekly staff meetings; track action items

#### TO APPLY

This is a full-time (35 hour/week) position. Some evening and weekend work is required. To apply for this position, please send cover letter, resume, and salary requirements to Laura deBuys at [laura@thepicturehouse.org](mailto:laura@thepicturehouse.org).

#### Benefits

- Paid time off, access to employer health plan
- 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