



**JOB ANNOUNCEMENT
FOR PATRON AND ANNUAL GIVING OFFICER AT THE
PORTLAND ART MUSEUM AND NORTHWEST FILM CENTER,
PORTLAND, OREGON**

Overview

The Portland Art Museum and Northwest Film Center (referred to as Museum) invites applications for the position of Patron and Annual Giving Officer. The Patron and Annual Giving Officer is a member of the Development team, which is responsible for fundraising in support of the mission of the Portland Art Museum and Northwest Film Center (“the Museum”).

The Patron and Annual Giving Officer focuses on broadening the Museum’s base of support through established mid-level and annual giving programs and helps to maintain a culture of philanthropy at the Museum. In addition to engaging annual giving donors and moving them into the relationship-based major gift program, this role manages the Patron donor circle, which includes members who give between \$2,000 and \$25,000 on an annual basis. This role oversees revenue goals exceeding \$1.6M and reports to the Associate Director of Individual Giving. This incumbent has a passion for art in its many forms and respect for the people who foster the arts within the community, and centering new ways of approaching philanthropic initiatives and practice.

COVID-19 Information

The current COVID-19 crisis has resulted in severe and unprecedented disruptions to revenue generation at the Museum. Currently, the Museum has recently reopened to visitors and the Institution is running on reduced staffing levels. The task ahead is not easy, but a challenge our staff are taking on with a deep commitment to the mission. The successful incumbent in this role will be willing to enter the situation with energy, flexibility, and a vision to overcome obstacles. This position requires a desire for

understanding and adhering to COVID-19 safety protocols set forth by the Museum at all times. Learn more about COVID-19 safety protocols [here](#).

Equity, Inclusion and Accommodation

The Museum and Film Center strives to be an inclusive institution that facilitates respectful dialogue, debate, and the free exchange of ideas. With a deep commitment to artists – past and present – and freedom of expression, the Museum and Film Center’s collections, programs and staff aspire to reveal the beauty and complexities of the world, and create a deeper understanding of our shared humanity. We are a Museum for all, inviting everyone to connect with art through their own experiences, voices, and personal journeys. We are committed to advancing equity and inclusion by creating a diverse and inclusive workplace. We will continue learning as we work to evolve as an Institution, recognizing that this journey has no end and our commitment must remain. We have an active equity team currently engaged in a journey to examine our internal culture and the work we do through an equity lens. We look forward to having all colleagues join and contribute to this important work. Learn more at <https://portlandartmuseum.org/portland-art-museum-announces-equity-statement/>.

The Museum and Film Center are equal opportunity employers, committed to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, gender identity, political belief, disability or any other legally protected status. We are committed to the full inclusion of all qualified individuals. As part of this commitment, will ensure that persons with disabilities are provided reasonable accommodations to participate in the application, interview, and hiring process. Alternative formats of this application are available upon request. If reasonable accommodation or an alternative form of this application are needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources at hr@pam.org or 503.276.4358.

The Portland Art Museum is an Equal Opportunity Employer. Black, Indigenous, and People of Color (BIPOC), immigrants, women, LGBTQ+, and individuals with disabilities, please apply!

Essential Duties & Responsibilities

- Leads Patron Program, including building new and sustaining current relationships, planning and implementing renewal packages, upgrade and acquisition campaigns, and oversees benefit fulfillment.

- Increases annual gift revenue while broadening the Museum's base of support through direct mail and electronic solicitations, systematically moving annual giving donors into managed development programs.
- Works with the department to move toward unrestricted giving model, actively working towards equity and using an equity model in communications and marketing materials.
- With key colleagues, develops a plan to expand the Museum's annual giving program, including exploring new opportunities like multi-channel digital campaigns and peer-to-peer fundraising.
- Collaborates with the Engagement and Marketing teams, ensuring that annual giving strategies are deployed in alignment with other communications and donor engagement strategies.
- Establishes and meets retention, acquisition and revenue goals for both Patron and Annual Giving programs.
- Works with the development department to meet internal and external equity goals, including equity communications plan.
- Participates in prospecting and other planning sessions to move Patrons through the major gift pipeline, in collaboration with the rest of the Individual Giving team. Implement an equity model to prioritize BIPOC and intersectional Patrons to better reflect our communities.
- Maintains Patron and annual donor records in the database and tracks and reports on fundraising progress as needed.
- Works with board members, volunteers, or other museum staff to identify and cultivate annual and patron prospects through personal outreach, events, and other opportunities for engagement.
- Works in partnership with the Assistant to the Director's Office, Director of Community Philanthropy, and Director of Development to steward all Director's Circle, Chairman's Circle, and trustees, including tours, special access, and customized opportunities.
- Oversees Annual Giving marketing and promotions, including copy writing appeals, creation of print collateral, social media content, donor recognition, website content, and donor stories for the Portal member's magazine. Uses the equity communications plan and equity lens within these projects.
- Coordinates third party vendors as needed for mailing projects, etc.

Secondary or Additional Responsibilities

- Collaborates with the Head of Operations and Engagement and the Engagement Manager on Development events, travel, and stewardship activities, including special communications to Patrons, impact reports, and other meaningful expressions of appreciation.
- Works closely with the Development Assistant to ensure accurate tracking and timely gift processing (entry, tracking, and acknowledgement).
- Promotes and advances equity and inclusion goals within the Development department.

- Monitors trends in museum membership programs and other trends in philanthropy.
- Performs other related duties as assigned.

Supervisory Responsibilities

- May oversee or direct development volunteers.

Institutional Responsibilities

- Support the Museum's mission, vision and core values of creativity, connection, equity, learning, accessibility and accountability.
- Contribute to and support the PAM strategic plan, annual priorities, and institutional initiatives such as diversity, equity, inclusion and access.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Use the equity lens in decision making. Promote equity and inclusion goals and have a "people first" mindset.

Required Knowledge & Skills, Education, Formal & Informal Experience, Training Required, Certification, Etc.

- If you have any questions along the way including wanting to talk about a non traditional career background, please reach out to HR.
- Bachelor's degree preferred with at least 3+ years previous experience in fundraising, sales, marketing, or client relations required; or equivalent combination of education and experience.
- Experience managing annual giving or membership programs exceeding \$250,000 in annual revenue preferred; experience with multi-channel and peer-to-peer fundraising strategies a plus.
- Successfully adapt to and embrace new technologies; Microsoft Office Suite (Word, Excel, PowerPoint) experience required; knowledge of Customer Relationship Management software (Altru, Raiser's Edge, Salesforce) preferred.
- Demonstrated success in implementing fundraising strategies that directly increase organizational revenue; experience with comprehensive annual giving campaigns is preferred.
- Knowledge of best practices for annual giving and membership programs, especially the integration of annual giving activities with pipeline development.
- Actively aims to diversify the Museum's donor pipeline and integrates new opportunities for participation and connection for donors at all levels.

- Effectively communicate and maintain working relationships with donors at all levels, trustees, community stakeholders, leadership team, colleagues, etc. Contribute to a positive organizational culture based on mutual respect, collegiality, collaboration, and openness to many perspectives.
- Demonstrated writing skills and excellent written and verbal communication skills.
- Highly organized and analytical, and manages multiple projects simultaneously.
- Upholds confidentiality and protects donor privacy by exercising discretion and adhering to all standards and ethics or privacy rights.

Job Conditions

- Evening and weekend hours for donor meetings and special events as needed.
- On-call status, as needed
- Moderate travel
- Extensive computer work and use of Google platform, Microsoft Office, and Blackbaud Altru Database.
- The Development Office is temporarily working remotely due to COVID-19, but will begin meeting with donors and community members in person when it is safe to do so.

Physical Activities

- Standing
- Walking or ability to move easily
- Use of fingers
- Talking
- Sitting
- Hearing
- Push/pull/lift/carry up to 10 lbs

Compensation, Benefits & Perks

- This role is exempt, full-time
- Budgeted compensation range is \$60,673.60 - \$72,800 annually, depending on experience. The role is in pay grade J (Min \$60,673.60 - Mid \$72,800 - Max \$84,947.20).
- Affinity groups -- BIPOC & White Learning Space
 - Buddy system for BIPOC new hires
 - Annual BIPOC TLC retreat
- Health Care (medical, dental, vision, pharmacy)
- Life Insurance (employer-paid life, AD&D, and long-term disability insurance & employee paid voluntary life and short-term disability)
- Retirement (401k plan, please note no employer match currently)

- Paid Time Off (6 paid holidays, 2 floating holidays to allow employees to meet their own religious observances and uphold value of equity and inclusion, vacation time, sick time, jury duty, and bereavement leave)
- Flexible spending accounts
- Employee assistance program: free, confidential counseling for employees and family
- Discounted TriMet or C-Tran passes
- Bike to work benefit
- Complimentary admission to the Museum for employee and guest(s) accompanied by you
- Access to Museum lectures and programs
- Discounts at Museum Shop
- R.E.A.P (Reciprocal Employee Attraction Pass) card for full and part-time employees, providing free general admission to local destinations

Application Process

To apply online visit: www.portlandartmuseum.org/careers follow the link to create a profile. All interested applicants must apply through the above careers link. Resumes received without completed employment application will not be considered. For questions or accommodation please contact hr@pam.org.

Please attach a cover letter and in addition, we ask that applicants answer the questions within the application. The Museum engages an equity hiring committee to review applications.

Please do not delay in applying. Closing date May 14, 2021.

About the Portland Art Museum

Founded in 1892, the Portland Art Museum is one of the oldest art museums in the United States and the oldest in the Pacific Northwest. The Museum's collection of 42,000 objects reflects the history of art from ancient times to today. The collection is distinguished for its holdings of arts of the native peoples of North America; modern and contemporary art; Asian and American art; photographs, prints, and drawings; and English silver.

With more than 112,000 square feet of gallery space, the Museum ranks in the top 25 museums in the country with the most gallery and exhibition space. An active collecting institution, the Museum dedicates 90 percent of its gallery space to its [permanent collection](#). In addition to its permanent collection, the Museum is recognized for its

[special exhibitions](#) and intimate exhibition series, including the APEX program, a contemporary art series, and presentations in the Gilkey Center galleries.

Annual [membership](#) consists of 16,000 member households, representing more than 92,000 individuals. More than 350,000 visitors are welcomed annually, including more than 50,000 schoolchildren.

The Museum's annual operating budget is approximately \$13.5 million. The galleries hours have been modified due to COVID-19 and typically open four days a week (Thursday through Sunday).

About the Northwest Film Center

The Museum's sister organization, established in 1971, the Northwest Film Center is a Portland, Oregon-based year-round organization and space where artists and audiences explore our region and the world through cinema and cinematic storytelling in all its forms.

Our mission is to expand the reach of cinema as an art form and challenge for whom, by whom, and how stories can be told. Through our screenings, events, guest speaker programs, classes, and workshops, audiences and artists form vital connections that bind our community and encourage a more vibrant, accessible, and diverse media-arts ecosystem.

The Northwest Film Center acts as an advocate for pioneering filmmakers and artists, giving a platform to voices that might not otherwise be heard and serves as a catalyst for cultural appreciation, conversation, collaboration, and community-building around new ways of seeing locally and globally. For more information, visit www.nwfilm.org.