



JOB ANNOUNCEMENT FOR ASSOCIATE DIRECTOR OF INDIVIDUAL GIVING 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 Associate Director of Individual Giving. The Associate Director of Individual Giving 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 Associate Director of Individual Giving leads the expansion of major, mid-level, and annual giving programs and helps to build a culture of philanthropy at the Museum. The role will manage a personal portfolio of 80+ major donors, and works closely with the Director of Development and Director of Community Philanthropy to manage leadership gift prospects. The Associate Director of Individual Giving supervises and mentors a team of three fundraisers focused on major gifts and Patron donor-circle memberships, as well as other annual, mid-level, and planned giving strategies. Along with the Individual Giving team, this role will oversee fundraising for all sponsorship (exhibitions, program, education, and special projects), as well as the museum’s Patron and annual programs, with cumulative annual revenue goal reaching nearly \$4M. This incumbent has a passion for art in its many forms and people, 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

- Builds and manages the Museum’s Individual Giving Program (Gifts of \$2,000 - \$100,000) by soliciting, cultivating, and stewarding individual prospects for programmatic support.

- Increases major gift revenue through innovation, careful portfolio management, persistence, and interpersonal connections while broadening the base of support from Patrons and annual donors.
- Works with Director of Development and Director of Community Philanthropy to manage leadership gift prospects, and staffs Museum Director as needed.
- Directly manages a portfolio of 80+ top-level prospects, meets or exceeds revenue targets.
- Works with the department to move toward unrestricted giving model, actively working towards equity and teaching donors about the importance of this process.
- Oversees the Individual Giving Team (3 staff) and coordinates with colleagues across work streams to supervise and train other department staff, as appropriate.
- In partnership with the Director of Development, manages the Development Committee of the Board of Trustees and recruits and trains development volunteers to augment major gifts efforts in conjunction with the Individual Giving Team.
- Works with the development department to formalize internal and external equity goals.
- Develops written and verbal engagement strategies for major donors, coordinates donor visits, and creates annual briefing presentations and solicitation materials, with support from the Museum's Marketing department.
- Creates program benchmarks and analyzes and monitors the progress of the Individual Giving team, reporting activities to the Director of Development and providing reports as requested.
- Upholds confidentiality and protects donor privacy by exercising discretion and adhering to all standards and ethics or privacy rights.

Secondary or Additional Responsibilities

- Works with the Director of Development on the expansion of the Development department, most notably on strategies that impact individual giving.
- Coordinates with the Head of Operations and Donor Engagement and team on gift entry and acknowledgement processes.
- Supports the integration of prospect research and other donor data into the Blackbaud Altru database, with support from the Head of Operations and Donor Engagement and Database Administrator.
- Manages vendor relationships, as appropriate, including the Museum's current planned giving marketing partner.
- Collaborates with Engagement Manager to execute periodic cultivation and recognition events for major donors and Patrons.
- Attends and participates in staff meetings and other PAM events and programs as needed.
- Performs key administrative duties, including budget management, coordinating donor activities, and supervising staff.

- Performs other related duties as assigned.

Supervisory Responsibilities

- Supervises three staff; two Major Gift Officers and the Patron and Annual Giving Officer
- Decisions are made within PAM policy constraints
- Responsible for the Individual Giving portion of the department budget (minimum \$2.5M), with support from the Director of Development and the Head of Operations and Donor Engagement
- Accountable for long term operational and strategic planning, working closely with the Director of Development to grow the Individual Giving team.
- Supervisory duties include - recruitment, mentoring, performance management , training & coaching. Serves as a leadership example being clear on the strategic direction of the department, being accountable and holding others accountable, and centering collaboration and the values of the museum.
- Will participate actively in the creation of annual revenue budgeting, specifically responsible for individual sponsorships and contributions.

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 8 to 10 years working in nonprofit fundraising; or equivalent education and experience.
- 2+ years experience managing a revenue budget of \$1M or more, with oversight of revenue generations and expense spending.
- Experience recruiting, hiring, and managing other fundraisers, and effectively liaise with colleagues at all levels.

- Promotes an exceptional donor/member/visitor experience that incorporates the Museum's ongoing visitor engagement and equity and inclusion work.
- Interact with donors in a proactive and welcoming manner, provide excellent customer service to all Museum constituents.
- 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.
- Proven track record of securing gifts between \$25,000 - \$250,000.
- Deep knowledge of best practices in individual giving for nonprofit institutions, especially the implementation of major giving activities including pipeline development, major donor engagement strategies, mid-level and membership programs, and annual giving.
- Deep knowledge or an interest in acquiring knowledge of the full range of Museum collections, activities, and programs in order to serve as a liaison for major donors.
- Using the above noted deep knowledge and be willing to rethink philanthropy in new ways to increase equity and inclusion for our communities.
- Must possess excellent interpersonal, persuasive, feedback (giving and receiving) and problem-solving skills, creative writing skills, and speaking in both group and individual settings.
- Work independently and as a collaborative member of the Development team, and will need to be flexible to the growing needs of the Museum.

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 leaders in person when it is safe to do so.

Physical Activities

- Standing
- Walking
- 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 \$77,126.40 - \$92,560, depending on experience. The role is in pay grade L (Min \$77,126.40, Mid \$92,560, Max \$107,993.60).
- 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.