



## **DEVELOPMENT ASSOCIATE POSITION**

NW Documentary, an award-winning, arts non-profit, seeks a Development Associate to join our team and help spearhead grant-writing, fundraising and sponsorships, events and community outreach. This position will give hands-on experience in nonprofit fundraising, communications and public relations. This is an excellent opportunity for a someone with good planning, communication and outreach skills who wants to be directly involved in the financial growth and business success of a small media arts non-profit.

### **Duties will include:**

- Soliciting donations and in-kind contributions from local businesses
- Researching and writing grants in team setting
- Tracking grant leads, applications status, and report deadlines
- Coordination of fundraising events and film screenings
- Managing marketing and sale of NW Documentary DVDs & merchandise
- Assisting senior staff with business partnership development
- Other administrative duties as needed

### **Requirements:**

- Demonstrated experience in fundraising or business development
- Must be comfortable cold calling and soliciting donations
- Fearless attitude to fundraising
- Ability to positively represent the organization: Professional and outgoing.
- Detail oriented and organized, with ability to multi-task
- Exceptional verbal and written communication skills.
- Advanced Microsoft Office skills, and experience with Mailchimp, Salesforce, Wordpress or similar programs.
- Photoshop experience a plus

Time Commitment: Approximately 20 hours per week with possibility of expanding to full-time. Work hours typically fall Monday-Friday, 12-6pm.

Compensation: \$12/hour plus access to NW Documentary classes and equipment.

**About the Organization**

NW Documentary specializes in the art of documentary storytelling. Its mission is to create significant documentaries, teach others to create documentaries, and to build community through the exhibition of original documentary works. For more information, visit [nwdocumentary.org](http://nwdocumentary.org)

**To Apply:**

Applicants should submit a cover letter of stated interest and qualifications, as well as a current resume with work samples and references. Letters of recommendation are encouraged, 2 professional references are required. Please submit to: [jobs@nwdocumentary.org](mailto:jobs@nwdocumentary.org). Position open until filled.