

DEVELOPMENT MANAGER

The mandate of the Bill Reid Gallery of Northwest Coast Art is to celebrate the vital and diverse Indigenous cultures of the Northwest Coast through the extraordinary work of Bill Reid and the presentation of exceptional contemporary art. We respectfully acknowledge the x^wməθkwəyəm (Musqueam), Sk̓w̓x̓wú7mesh (Squamish), and səl'il'wətaʔt (Tseil-Waututh), and all the Indigenous peoples of the Northwest Coast, on whose traditional and unceded territories we live and work.

Job description

The Gallery is seeking a Development Manager to play a key role in driving revenue to support the Bill Reid Gallery's operations and programs. Reporting to the Director and CEO, the Manager plans and executes fundraising campaigns and applications for all methods of fundraising, including grants, corporate sponsorships, individual donations, and donor events.

The successful candidate will have 4-5 years of experience in fundraising with an ability to collaborate with various departments within the Gallery as well as the Board of Directors.

Specific duties include:

- In collaboration with the Director and CEO, develop annual fundraising budget and work plan
- Lead or support stages of the fundraising cycle for individual, foundation, government, and corporate donors (research, identification, engagement, cultivation, solicitation, and recognition).
- Plan and organize annual fundraising event including ticket sales, sponsorship management, organizing auction items, and event logistics
- Manage a mid-level giving program and coordinate 2-3 annual donor receptions
- Seek and activate corporate partnerships; prepare and fulfill comprehensive and tailored corporate sponsorship recognition/benefits
- Work with Marketing Specialist to oversee creation of donor and sponsor-related materials such as donor event invitations, recognition materials and brochures
- Support Development Committee by preparing agendas and action items. Ensure all lead volunteers or staff have the necessary information to approach potential donors by preparing letters/materials as required.
- Support Board volunteers and Director and CEO in planned giving as required
- Write donor related thank you letters, newsletters and email appeals
- Issue charitable tax receipts in accordance with CRA guidelines and regulations, with support from other staff
- Maintain records for donations, grants, and other funding streams in database (DonorPerfect)
- Build relationships with community stakeholders to advance the Bill Reid Gallery's mission and fundraising goals

Qualifications

- 4-5 years of experience in fundraising for a registered charity or non-profit
- Experience with planning and execution of fundraising events
- Demonstrated success in writing grant applications and reports
- Experience with writing donor appeals and stewardship materials
- Ability to take initiative and work effectively both independently and as part of a team
- Strong computer literacy including Microsoft Office; experience with database entry
- Exceptional organizational skills and attention to detail
- Ability to work evenings as required for fundraising events
- Experience with fundraising software an asset

The Development Manager will work 4 days per week, with additional hours for Gallery events as required. The Development Manager is able to have a hybrid work model that combines remote work with office time based on team needs. Annual salary is \$50,000 - \$55,000 based on experience and qualifications. The successful candidate will be eligible for enrolment in a group benefits plan.

The Bill Reid Gallery of Northwest Coast Art is proud to have a dynamic and diverse team of Indigenous and non-Indigenous staff and Board. We strive to be a safe space where all voices are heard and valued and work towards accessibility, anti-racism, LGBTQ2S+ inclusion and encourage diversity in our staff team. Indigenous candidates are strongly encouraged to apply. The Bill Reid Gallery is committed to providing equitable access to everyone. Should you require any accommodations in the application process, please contact aandrachuk@billreidgallery.ca.

Please forward applications by email only to aandrachuk@billreidgallery.ca. Please include your **resume and a cover letter**.

Applications will be accepted until September 24, 2023

We thank all applicants for their interest, however, only those selected for an interview will be contacted.