

Employment Opportunity

FUNDRAISING COORDINATOR

Status: Full time, salaried
Supervisor: Director
Application Deadline: April 13, 2017

Position Overview:

As a member of the Management Team, the Fundraising Coordinator is responsible for the Gallery's annual fundraising activities, and for providing support during the capital fundraising campaign. The Fundraising Coordinator conducts research, and identifies, cultivates and solicits corporate, community and individual prospects to achieve the Gallery's fundraising priorities. In consultation with the Director, the Fundraising Coordinator establishes annual and longer term fundraising goals and corresponding plans to realize these goals.

Primary Duties and Responsibilities:

1. Annual Fundraising Activities

In order to meet annual fundraising revenue goals, the Fundraising Coordinator:

- Develops, oversees and monitors both an annual donation campaign and a major gifts campaign, sets strategic campaign goals and timelines, and seeks contributions from Gallery members, individuals and community groups to support and achieve the these campaigns.
- Develops annual membership recruitment initiatives.
- Prepares sponsorship proposals and solicits financial and in-kind support from businesses, corporations, community groups and individuals.
- Works with Gallery staff to align Gallery programs and projects with charitable foundations having similar funding objectives; identifies, researches, prepares and submits Foundation funding applications.
- Investigates other sources of funding including employee giving programs, service clubs, and others, and prepares and submits the pertinent applications.

FUNDRAISING COORDINATOR cont'd

- Develops (with other staff) and oversees an annual roster of special fundraising events such as Auctions, Garden and/or House Tours, and other activities and oversees the coordination and delivery of these programs in collaboration with the Visitor Services Supervisor and other Gallery staff.
- Establishes and delivers a creative and meaningful donor/sponsor acknowledgement and recognition program.

2. Capital Campaign in support of the New Art Gallery

As the Gallery embarks on a community fundraising initiative with a goal of \$2.5 million, the Fund raising Coordinator will work with the Campaign Chair and Board members to schedule campaign canvassers and guide donation tracking.

Qualifications:

- Related post-secondary degree with an emphasis on communications, marketing or public relations.
- Two years of practical fundraising experience in the cultural/not for profit sector with a proven record of success in meeting institutional objectives.
- Graduation from a recognized development program and work toward a CFRE designation are definite assets.
- Well-developed organizational, interpersonal and communications skills and the ability to manage many projects simultaneously.
- Advanced writing and editing skills, and the ability to present ideas with clarity and vision and accuracy
- Excellent computer skills (Microsoft) and extensive knowledge of and enthusiasm for all social media. Data base experience.
- Valid driver's license and access to a vehicle.
- Knowledge of the community of Thunder Bay and awareness of the broader national arts community would be assets.

Please submit a cover letter and resume by email or in person to:

directorassistant@theag.ca

Holly Rupert

Assistant to the Director

Thunder Bay Art Gallery

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