



Job Posting

DEVELOPMENT OFFICER

Position: Full-time (35 hours per week)

Supervisor: Director

Closing Date: August 25th, Open until filled

The Opportunity

The Art Gallery is seeking a person of energy and vision to guide our fundraising activities at a time of strategic growth. The Development Officer will provide organizing support to the AWE Capital Fundraising Campaign which has already received generous donations and much interest within the community. The campaign will assist with building an exceptional new Art Gallery on the City's waterfront, an initiative which will transform the experience of visual art within Thunder Bay and the surrounding region.

Working in consultation with the Director, the Development Officer plans the annual fundraising activities which support the Gallery's exhibition and education programming. Serving as the welcoming, informed face of the Gallery for both established and potential members, donors and sponsors, the Development Officer plays a key role in achieving the Gallery's development priorities.

Essential Skills

Networking Skills

Understanding that the Art Gallery is a cultural leader and community partner, the candidate we seek is able to make friends for the Gallery in private and business sectors and look for beneficial connections with organizations throughout the broader community.

Confident Communication

The candidate we seek can develop fundraising messages in writing, in person, and on the web which inform and persuade potential donors.

Ingenuity

Working with optimism and curiosity, the candidate we seek can devise innovative fundraising ideas which both fit the Gallery's role as a public art institution and help advance its long-term goals.

Organization

The candidate we seek takes a balanced, strategic approach to timelines and the differing tasks and responsibilities of the position, with a commitment to ensuring both colleagues and AWE Campaign volunteers are positioned to share in the success of fundraising efforts.

Qualifications

- Three years of practical fundraising experience in the cultural/not for profit sector with a proven record of success in meeting organizational fundraising objectives.
 - A post-secondary degree with an emphasis on communications, marketing or public relations.
 - 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.
 - Excellent computer skills (Microsoft) and extensive knowledge of and enthusiasm for all social media; database experience is essential.
 - 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.
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Thunder Bay Art Gallery and the Community

As the largest public art gallery in Northwestern Ontario, Thunder Bay Art Gallery has a mandate to exhibit and collect contemporary Indigenous art and the work of emerging and established regional artists. Each year, the Gallery hosts about 20 exhibitions, including solo and group shows, relevant touring exhibitions and exhibitions highlighting works from our permanent collection. The Art Gallery enriches the cultural life of Thunder Bay (population 110,000), through its programs and partnerships.

How to Apply

Submit a cover letter and resume by email to:

administration@theag.ca

Thunder Bay Art Gallery
PO Box 10193
Thunder Bay, ON, P7B 6T7

Thunder Bay Art Gallery is committed to employment equity and to fostering a positive and diverse workforce that reflects the community. We welcome applications from individuals of all backgrounds. Through our exhibition mandate, we work with Indigenous communities. We value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.