



THUNDER BAY
ART GALLERY

Employment Opportunity

Development Officer

Date:	April 6, 2026, open until filled
Status:	Full-time 12-month Contract with opportunity for full time Permanent (35 hours/week)
Compensation:	\$55,500 - \$62,500 (commensurate with experience)
Supervisor:	Philanthropy Director
Location:	Thunder Bay, ON (on-site with occasional community-based delivery)

Development Officer

The Thunder Bay Art Gallery is seeking a confident, relationship-focused Development Officer to advance our annual and mid-level fundraising program during a period of transformative growth as we prepare for our new purpose-designed waterfront facility opening in 2027. The Development Officer manages and stewards an active portfolio of donors and prospects (typically up to \$100,000), supports corporate sponsorship initiatives, and leads the execution of targeted campaigns and signature fundraising events as part of a small philanthropy team working under the guidance of the Philanthropy Director. This position offers professional growth opportunities as the Gallery expands its physical footprint, audience reach, and fundraising capacity.

DUTIES

Annual Fundraising (Primary Focus)

- Manage an annual mid-major donor portfolio, including, identification qualification, cultivation, solicitation, stewardship, and pipeline development.
- Develop and implement annual giving strategies (e.g., digital campaigns, direct mail, raffles, membership initiatives, and in-person appeals)
- Monitor giving trends, forecast revenue within assigned streams, and contribute to segmentation and upgrade strategies.
- Prepare proposals, conduct prospect research, and maintain accurate donor records to support data-informed decision-making and meaningful stewardship.

Fundraising Events & Revenue Growth

- Coordinate and execute the Gallery's signature fundraising events, ensuring strong revenue performance and sponsorship integration.
- Contribute to the development of new mission-aligned fundraising experiences and event-based revenue opportunities.

- Collaborate across departments to ensure events align with Gallery priorities, brand, and donor engagement goals.

Sponsorship Development & Partnership Growth

- Lead the Gallery's sponsorship program, including exhibition, multi-year, and event-based partnerships.
- Build, solicit, and steward corporate partners while developing tailored sponsorship proposals aligned with Gallery priorities.
- Oversee sponsorship fulfillment, recognition, renewal strategy, and performance tracking to ensure sustained growth.

Strategy Support & Community Engagement

- Represent the Gallery within the community and cultivate relationships that advance fundraising goals.
- Support the Philanthropy Director with strategic philanthropy initiatives and related administrative responsibilities.

QUALIFICATIONS

- 3-5 Experience in fundraising, development, sponsorship, sales, or relationship-based revenue roles.
- Demonstrated experience managing a portfolio of donors, clients, or partners with measurable outcomes.
- Demonstrated ability to meet or contribute to revenue goals.
- Experience preparing proposals, sponsorship pitches, or persuasive donor communications.
- Strong interpersonal and presentation skills, with the ability to confidently engage external stakeholders.
- Strong organizational skills, accuracy with data, and experience using CRM systems (DonorPerfect experience is an asset).
- Comfort interpreting fundraising metrics and performance data to inform planning and decision-making.
- Ability to manage multiple priorities, balance event cycles with relationship management, and meet deadlines in a dynamic environment.
- Comfort working independently while contributing to a collaborative team culture.

ASSETS (Nonessential)

- Experience working in arts, culture, museums, or non-profit organizations.
- Familiarity with prospect research tools (iWave, Grant Connect).
- Experience with corporate partnership development or structuring multi-year sponsorship agreements.
- Experience supporting capital or growth-focused fundraising campaigns.
- Knowledge of regional donor communities, corporate sectors, or philanthropic trends.
- Experience with digital campaigns, social media engagement, or stewardship communications.

SCHEDULE & WORK ENVIRONMENT

- Full-time, 35 hours/week, primarily weekdays, with occasional evenings and weekends to support programs and events.

ABOUT US

The Thunder Bay Art Gallery gratefully acknowledges that we are located on the territory of the Anishinaabe peoples of Northwestern Ontario. We work and live on the lands of the Fort William First Nation who are signatory to the Robinson-Superior Treaty of 1850.

As the public art gallery for Thunder Bay and Northern Ontario, the Thunder Bay Art Gallery exhibits, collects, and interprets art with a focus on the work of contemporary Indigenous and Northern Ontario artists. The Gallery nurtures a life-long appreciation of the visual arts by:

- presenting exhibitions of artistic and educational value to cultivate a depth of visual arts experience for the public in Thunder Bay and the broader region of Northern Ontario;
- supporting and enhancing the development of contemporary Canadian artists with an emphasis on (but not limited to) contemporary Indigenous artists and artists from Northern Ontario;
- stewarding, conserving, and animating a permanent collection of art focused on the work of contemporary Indigenous artists and innovative cultural and artistic practices;
- and, presenting public programming and outreach activities in order to build audience, increase reception, and expand understanding of the visual arts.

For 50 years the Thunder Bay Art Gallery has steadily grown and is now the largest art museum in Northern Ontario. Today, we have more than 1,800 works of art in our world-renowned permanent collection and welcome more than 30,000 people to our programming each year. Every day, the Gallery provides school tours, hosts free public programs, and shares our space with community groups. We are a bustling cultural hub committed to contemporary Indigenous, local, and regional art.

Currently we are in the process of preparing for the transition to a new purpose-designed facility on Thunder Bay's waterfront in 2027. This new gallery will more than triple our exhibition and operating spaces. This significant addition to Ontario's cultural infrastructure will provide more than \$33 million in direct economic impact during construction. Once open, the Gallery's operations will generate \$2.2 million annually in direct and indirect impacts to the local and regional economy, as well as an estimated \$7 million in annual visitor spending.

HOW TO APPLY

We welcome applications from individuals of all backgrounds and lived experiences. If you are enthusiastic about this role and the work of our Gallery, but your qualifications do not perfectly align with the job description, we encourage you to apply while highlighting your relevant experience, knowledge, and transferable skills in your cover letter.

Applicants who are Deaf, have an exceptionality or disability, or who need support expressing interest or applying for this opportunity are encouraged to contact *David Spies, Administrative Coordinator* at administration@theag.ca or call 807.577.6427 to allow for appropriate accommodation of your needs and to discuss alternate formats for submitting your application.

To apply, please email the following to administration@theag.ca with the subject line "Development Officer":

- A cover letter
- A current resume
- The names of two references

Address your application to:

Jennifer McKeown, Philanthropy Director

Thunder Bay Art Gallery

PO Box 10193

Thunder Bay, ON, P7B 6T7

The Thunder Bay Art Gallery is committed to employment equity and diversity and encourage applications from all qualified candidates, including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; and people with disabilities. We thank all applicants for their interest; however, only those selected for an interview will be contacted.