

VANCOUVER ART GALLERY ASSOCIATION
FULL TIME POSITION AVAILABLE
DIRECTOR OF DEVELOPMENT

Reporting to the Associate Director, Chief Development Officer, the Director of Development, is responsible for planning, developing, coordinating, directing and managing the execution of a comprehensive, effective annual development program for the Gallery consistent with the VAG's mission. The incumbent oversees the maximization of private sector donations and major gifts (corporate, individual, benefactor and foundation gifts); manages the annual giving and special event fundraising activities. The position works closely with the members of the Board of Trustees, and provides professional support to the Development Committee and other fundraising Board ventures.

DUTIES

Annual Fundraising

In consultation with the Associate Director, Chief Development Officer plans, establishes and maintains forecasts of annual goals for individuals, foundations, corporations as well as earned income forecasts from fundraising events.

In consultation with the Associate Director, Chief Development Officer, senior managers and staff, develops and implements strategies to meet development and fundraising event goals. Day-to-day tasks include review and editing of grants, funding proposals and other donor communications; participation in fundraising committee meetings; and coordination of divisional activities including overseeing various annual giving campaigns.

Working with the Associate Director, Chief Development Officer and in consultation with other divisions, defines, develops and prioritizes short- and long-term annual fundraising strategies and goals, including the expansion of sustainable funding and long-term programmatic support. Actively cooperates with senior staff to identify new prospects and strategies for soliciting funds. Develops and presents overall programs for these fundraising activities to the Director, Associate Director, Chief Development Officer and Trustees, as appropriate, for review and to gain active support for executions.

Capital Campaign

Assists the Associate Director, Chief Development Officer with the development and implementation of fundraising strategies for the capital campaign,

Assists the Associate Director, Chief Development Officer with the direction and execution of key donor relationships and solicitation strategies.

Leadership and Staff Management

Provides leadership, training and support to annual development staff to implement established goals and objectives. Communicates, guides and directs all those involved to contribute fully to the realization of the Gallery's strategic and operational goals.

Participates in the overall management of the Gallery as part of the senior management team. Participates in the development of general policy, procedures, strategic planning, budgeting and staffing decisions. Participates in the establishment of management's position on issues relating to the Collective Agreement and participates in the resolution of such issues.

Database and Records Management

Supervises and coordinates activities of employees engaged in maintaining Raisers' Edge and paper records of contributor and grants.

Performs other related functions as assigned.

QUALIFICATIONS

University degree in a related field with five to seven years' experience in fundraising for a major non-profit organization, preferably for an arts organization. Knowledge of principles and practices of fundraising and philanthropic and arts communities. Experience working with non-profit boards, committees, donors and volunteers. Experience in the development and implementation of fundraising campaigns, such as annual giving, and fundraising processes such as direct mail, donor cultivation, donor recognition and special event fundraising.

Excellent knowledge of and strong connections to the local fundraising scene with knowledge of private sector agencies, foundations and individual and corporate giving practices.

Excellent administrative and management skills, including a track record of managing a number of individuals performing diverse tasks.

Please send your resume and salary expectation, in confidence, by Friday, March 15, to the Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, B.C. V6Z 2H7, Fax: (604) 682-1086 or email: hr@vanartgallery.bc.ca

Vancouver Art Gallery is committed to inclusivity, diversity, equity, and accessibility in reflecting and respecting the local and international community it serves.