

# VANCOUVER ART GALLERY ASSOCIATION

## 1 FULL-TIME EXCLUDED POSITION AVAILABLE

### MANAGER, CORPORATE PARTNERSHIPS

The Manager, Corporate Partnerships is responsible for corporate fundraising at the Vancouver Art Gallery. In concert with the Chief Development Officer, the Manager, Corporate Partnerships defines, develops, prioritizes, and executes short and long-term fundraising strategies specific to the corporate market.

Building and maintaining multiyear relationships, the Manager, Corporate Partnerships will proactively promote the Vancouver Art Gallery to the community by establishing and stewarding partnerships with key industry partners and potential corporate supporters. The Manager, Corporate Partnerships manages the Stewardship Officer.

### DUTIES

#### 1. Fundraising

- With the support of the Stewardship Officer and the Chief Development Officer, maximise support for the Vancouver Art Gallery from corporations.
- Lead and manage corporate sponsor activities and corporate members program.
- Develop and maintain strong relationships with key corporate decision makers.
- Develop and writes proposals for corporate prospects and prepare and maintain corporate materials.
- Actively identify new prospects and strategies for soliciting funds.
- Identify, cultivate, and solicit general operating, project, in-kind, and capital support.
- Initiate and arrange face-to-face contacts and solicitations in support of agreed fundraising goals.
- Coordinate with Manager, Special Events and Gallery Events staff regarding corporate fundraising and involvement of corporate event donors.

#### 2. Planning, Budgeting, and Fiscal Management:

- In consultation with the Chief Development Officer, contribute to the annual Development plan and perform analysis necessary to development of annual budgets and goals for corporate partnerships.
- Maintain forecasts of progress towards annual goals for corporate sponsorships and partnerships
- Provide strategic direction and creative solutions for fundraising and donor servicing.
- Conduct fundraising activities in a fiscally responsible manner in support of attaining revenue targets. Track and report program expenses.
- Maintain awareness of economic trends relating to Vancouver and the community-at-large.

#### 3. Stewardship

- Ensure that all corporate benefit programs are properly coordinated, including receptions, openings, and recognition efforts, including print.
- Oversees the Stewardship Officer in maintaining sponsorship proposals, contracts, and recognition.
- Create, write, and manage correspondence, proposals, contracts, and reports.
- Hosts corporate partners at Gallery events and engage them with Gallery activities.

#### 4. Volunteer Management

- Interact with and involve Gallery Directors and Board of Trustees in solicitation process.
- Work with Trustees and volunteers to identify, track, and leverage linkages to corporate prospects and donors.
- Secure Patron and Board representatives from contributing companies and assist in the identification and recruitment of corporate representatives to the Board of Trustees.
- Provides coordination and support to Gallery Directors, Trustees, and volunteers engaged in cultivating and soliciting corporate prospects.

#### 5. Staff Management:

- Recruit, select, supervise, and motivate all reporting staff;
- Responsible for determining discipline and discharge decisions regarding reporting staff;
- Participate in the grievance procedure at Step 1 and continue to represent the department at all stages of the grievance procedure for reporting staff;
- Contributes to collective bargaining preparation and participates in the ongoing administration of the collective agreement with all reporting staff;

#### 6. General:

- Work closely with other departmental Managers to ensure cohesiveness within the Development team.
- Collaborate with Development Researcher in maintaining up-to-date research on prospects and donors.
- Leads members of the Development department to ensure gift, relationship, and solicitation details are processed and recorded in the Raiser's Edge database.
- Leads members of the Development department to ensure follow up duties are executed – recognition pieces, thank you letters, and reports.
- Continually work to improve and build centralized and uniform systems to ensure transparency and greater opportunities for collaborative work.
- Has the ability to work evenings and weekends as dictated by event schedules.
- Attends Gallery events as a corporate and community partner liaison for the Gallery.
- Represents the Gallery with a high level of integrity and professionalism.

- These duties and responsibilities outlined above are representative, but not all inclusive. Perform other duties as assigned.

#### Qualifications

- Post-secondary degree or certificate in Arts Administration & Cultural Management, Business, Marketing, or Fundraising preferred.
- Four or more years' experience in corporate development, sponsorships, and/or sales/marketing.
- Position requires a self-motivated individual with demonstrated ability to provide leadership for Trustees and other business executives.
- Interest in and ability to identify new donors and interact with corporate executives.
- Strategic planner and thinker, creative and flexible problem solver, and highly organized.
- Independent self-starter with negotiation skills and high initiative.
- Excellent, persuasive communication and writing skills.
- Experience in writing proposals.
- Able to respect and maintain a high degree of confidentiality.
- Familiarity with CRM systems such as Raiser's Edge.
- Fluency in Cantonese, Mandarin, or Punjabi an asset, but not required.
- Consideration given to previous fundraising experience in the arts and an appreciation of the visual arts.

Please send your resume and cover letter, in confidence, by Friday, October 12, 2018 to the Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver B.C. v6Z 2H7, email: [hr@vanartgallery.bc.ca](mailto:hr@vanartgallery.bc.ca)

*We thank all applicants for their interest; however, only those short-listed will be contacted.*

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