

VANCOUVER ART GALLERY ASSOCIATION

1 FULL-TIME EXCLUDED POSITION AVAILABLE

DEVELOPMENT OFFICER, MAJOR GIFTS

The Development Officer, Major Gifts is responsible for maximizing revenue to the Vancouver Art Gallery from an assigned portfolio of major gift prospects. In concert with the Chief Development Officer, Director and other development staff, the Development Officer, Major Gifts will identify, cultivate, solicit, and steward donors with the potential to make gifts of \$100,000 or more towards capital or endowment projects.

The Development Officer, Major Gifts manages the Development Coordinator, Major Gifts.

DUTIES

1. Fundraising

- Develop and implement strategies and actions to identify, cultivate, solicit, and provide stewardship to major donors and prospects
- Strategically manage a portfolio of assigned annual gift and major gift donors with the potential to make gifts of \$100,000 or more towards capital or endowment projects.
- Guide and take part in the cultivation and solicitation of prospects and donors as appropriate.
- Solicit general operating, project, in-kind, and capital support.
- Initiate and arrange face-to-face contacts and solicitations in support of agreed fundraising goals.
- Work with departmental Managers to ensure coordinated solicitation efforts.

2. Planning, Budgeting, and Fiscal Management:

- Participate as a member of the major gifts team, contributing to the development of an overall strategic plan to cultivate and solicit individuals and families.
- In concert with the Chief Development Officer, set measurable performance objectives and goals for the assigned portfolio, uphold those objectives in a proactive manner and be subject to a semi-annual and annual performance evaluations.
- Proactively communicate plan and all mid-course modifications to the Chief Development Officer and provide bi-weekly updates of status and progress;
- Conduct fundraising activities in a fiscally responsible manner in support of attaining revenue targets. Track and report program expenses.
- In conjunction with the development researcher, provide research and analyze data to support the solicitation strategies and fundraising goals.
- Be knowledgeable of Vancouver Art Gallery's exhibition schedule, programs, and long-range plans.
- Remain current on topics and issues affecting the field of major gifts.

3. Stewardship

- Serve as a concierge to owned portfolio constituents in regards to Gallery openings and events
- Implement programmatic and personalized recognition activities and donor benefits. Evaluate and work to enhance the effectiveness of the recognition program.
- Oversee the Development Coordinator, Major Gifts in maintaining proposals, contracts, and recognition.
- Facilitate the processing of gifts to insure appropriate and timely acknowledgement, recognition, and stewardship.
- Oversee pledge fulfilment process for owned portfolio, major gifts.
- Manage the acknowledgement process for owned portfolio major gifts.
- Review and insure accuracy in program-related donor listings in house program, on the website, and in other publications and media.
- Create, write, and manage correspondence, proposals, and reports.

4. Volunteer Management

- Direct major cultivation, relationship-building, entertaining, solicitation, and stewardship activities of the Director and other senior Gallery staff and Trustees as necessary to carry out major giving strategy.
- Work with volunteers to identify, track, and leverage linkages to prospects and donors.

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, event, 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.
- 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 or Fundraising preferred
- Four or more years' experience in major gift fundraising, individual fundraising, and/or equivalent work experience
- 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, November 3, 2017 to the Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver B.C. v6Z 2H7, email: hr@vanartgallery.bc.ca

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