

VANCOUVER ART GALLERY ASSOCIATION

1 FULL-TIME EXCLUDED POSITION AVAILABLE



MANAGER, SPECIAL EVENTS

The Manager, Special Events is responsible for special event fundraising at the Vancouver Art Gallery. In concert with the Chief Development Officer, the Manager, Special Events defines, develops, prioritizes, and executes short and long-term fundraising strategies specific to events. The Manager, Special Events acts as project manager/owner of Gallery special events. This includes leading event fundraising, setting budgets, monitoring revenues and expenses, and ensuring that all event elements are coordinated and executed successfully and in a fiscally responsible manner. The Gallery produces 2-3 major events a year, typically including a Gala and an Art Auction.

Building and maintaining ongoing relationships, the Manager, Special Events will engage and partner with a volunteer chair and committee for each event, lead solicitation of event sponsorships, and prepare and present event proposals to existing and potential supporters. The Manager, Special Events manages the Development Coordinator, Events and works closely with Gallery event staff.

DUTIES

1. Fundraising

- With the support of the Development Coordinator, Events and the Chief Development Officer, maximise support for the Vancouver Art Gallery from special events.
- Lead and manage special event sponsor activities and other special event revenues.
- Develop and maintain strong relationships with key corporate decision makers.
- Develop and write proposals for special event prospects and prepare and maintain special event 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.
- Work with other departmental Managers and Gallery Events staff to ensure coordinated solicitation efforts.

2. Special Event Management

- Works with Manager of Gallery Events on the development of production and event schedules for fundraising and special events.
- Oversees on-site coordination of activities prior to and during fundraising and special events;
- Oversees execution of guest related logistics, including invites, RSVPs, collection of contact details and required event information, seating, etc.
- Oversee organization and execution of at event revenue generation, such as raffles, draws, and auctions, and related permits, prizes, and fulfilment.
- Keeps Vancouver Art Gallery staff abreast of event details.

- Works closely with the Marketing Department to develop materials needed to support special events.

3. 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 special events.
- Maintain forecasts of progress towards annual goals for special events
- 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.

4. Stewardship

- Ensure that all special event donor benefits are properly coordinated leading up to, during, and post event.
- Oversees the Development Coordinator, Events in maintaining special event proposals, contracts, and recognition.
- Create, write, and manage correspondence, proposals, contracts, and reports.
- Hosts event partners at Gallery events and engage them with Gallery activities.

5. Volunteer Management

- With the Chief Development Officer, engage a volunteer chair for each event.
- Interact with and involve Gallery Directors and event committee volunteers in solicitation process.
- Work with volunteers to Identify, track, and leverage linkages to special event prospects and donors.

6. 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.

7. 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.
- 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, Project Management, Special Events Planning, or Fundraising preferred
- Four or more years' experience in special event fundraising, sponsorships, and/or equivalent work experience
- Position requires a self-motivated individual with demonstrated ability to provide leadership for event committees and Gallery staff.
- Interest in and ability to identify new donors and interact with individual and corporate supporters
- 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 July 21, 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.