

VANCOUVER ART GALLERY ASSOCIATION
CAPITAL CAMPAIGN MANAGER
Full-time Excluded Position

SUMMARY:

Reporting to the Associate Director, Chief Development Officer, the Capital Campaign Manager assists with the successful promotion, management and day-to-day operation of the Vancouver Art Gallery's Capital Campaign. The Campaign Manager works collaboratively with the Associate Director, Chief Development Officer and the Executive Staff and is the primary logistics liaison to the Capital Campaign. The Capital Campaign Manager supervises capital campaign administration staff.

RESPONSIBILITIES:

Assists with the implementation of all aspects of the Capital Campaign, including the execution of clearly defined fundraising operating plan, timeline and achievement of clearly defined benchmarks and goals.

Manages prospects lists and research, assists with the execution of targeted cultivation plans and solicitation strategies for prospects.

Assistants the Director of Development and the Capital Campaign Chair regarding the strategy and cultivation of the highest net-worth donor prospects.

Assists with the implementation of a communication plan to enhance the visibility and appreciation of the Vancouver Art Gallery in the context of the quiet phase of the Campaign.

Maintains and active Campaign calendar (for solicitations, cultivation events, follow-up actions, etc.) and manages the tracking system for a moves management pipeline in Raiser's Edge as directed by the Director of Development.

Assists with the creation of Campaign print and electronic collateral materials; assists in the coordination of design and production of all Campaign materials.

Serves as the primary logistics liaison with the Capital Campaign Committee including coordination of regular meetings.

Supervises and motivates capital campaign administration staff.

These duties and responsibilities outlined above are representative, but not all inclusive.

QUALIFICATIONS:

- Bachelor's degree and 5 -7 years of professional experience in the museum/gallery, marketing, communications, fundraising, and/or a related field.

- Knowledge of and/or experience in the arts (especially visual arts), and thorough knowledge of the principles of fundraising and capital campaigns, particularly in a museum/gallery setting.
- Exceptional project management and writing skills, with the ability to ensure accuracy and adherence to the Gallery's institutional style at all times.
- Comprehensive knowledge of the coding used on the Raiser's Edge database regarding leadership giving groups, major prospect actions, hard and soft credit entries, and other mail rules associated with data extraction and handling personalized mailings. Experience with the InDesign program.
- Demonstrated ability to manage and deliver multiple projects for multiple purposes on schedule, with attention to consistency of overall messaging.
- Critical thinker and self-starter with strong attention to detail.
- Collaborative relationship-builder who enjoys working in a team and with subject matter experts; flexible, able to work under pressure and to respond swiftly to changing priorities.

Please send your resume and salary expectation, in confidence, by Friday, March 29, 2019 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.