



Celebrating the Art of Ceramics

Development Associate

Application Deadline: June 15, 2018

Start Date: July 3, 2018

Salary: \$40,000-\$50,000 per annum

Term: Full-Time

The Gardiner Museum celebrates the art of ceramics and engages local and international audiences by promoting understanding of the long history of people crafting in clay. Through the display of its permanent collections and special exhibitions, as well as through studio education, programs that engage diverse communities, and major contributions to scholarship, the Gardiner champions ceramics. The Gardiner Museum is among the few museums in the world focused on ceramics, and is one of the most important specialty museums internationally.

Members are financially essential to the Museum. The Gardiner is embracing a new generation of members, and we plan in the next two years to increase our revenue from members by at least 10%. The person in this role will have to find creative ways to do this including the launch of a major membership campaign.

Reporting to the Chief Development Officer, you will also work closely with the Special Events Manager. The ideal candidate will have a minimum of 3 years' experience working in development with a focus on membership and database administration.

Duties:

- Membership & Database Administration:
 - Membership: responsible for all membership acquisition, retention and renewal with a concentration on members in the contributing patron level. This includes overseeing procedures at the front of house, renewal cycles, upgrades, acquisition strategy and creating strategic plans for associated events.
 - Database: Provide support in Raiser's Edge including inputting gifts, acknowledgments, creating constituents and act as a key point personal in developing and maintaining the database. (40%)
- Strategic Planning & Execution:
 - Develop and manage a comprehensive and well defined annual and long term plan for membership including cultivation and stewardship events. Lead and integrate tracking of Patron and General Membership events.

- Research and create prospect snapshot for new and targeted constituents and updates profile of current constituents for Patron events and other development events. (35%)
- Revenue Generation & Financial Management:
 - Responsible for achieving revenue targets for membership at all levels, including annual giving; develop event related targets and manage expenses.
 - Coordinates and strategizes the Gardiner's annual campaign.
 - Identifies and coordinates with the Chief Development Officer in following up with prospective members and cultivating donors to major gift levels. (15%)
- Acts as the key point person in Development working with the Marketing department to create membership collateral, membership website coordination, annual campaign, other donor communication as assigned, and act as primary contact for membership and donor queries. (10%)

Business Skills

- Two to five years' experience managing donor cultivation and stewardship events
- Strong financial acumen and analytical skills
- Strong business writing skills
- High organization/project management and prioritization skills
- Problem solving skills
- Detail orientated and accurate

Technical or mechanical skills

- Advanced experience with Raiser's Edge database software
- Proficiency with Microsoft Office

Interpersonal/People Management skills

- Excellent customer service skills for interacting with members
- Ability to handle multiple tasks and tight deadlines with poise and diplomacy
- Initiative and willingness to take initiative
- Works collaboratively with others
- Assists with other duties as assigned

Bona fide education licenses or degrees required

N/A

Working conditions

Must be comfortable working in an open concept office environment

A flexible schedule that allows for multiple after hours events and meetings

Control

N/A

Special conditions of employment

Flexibility as some evening and weekend work is required during special events.

To apply candidates should submit a letter of interest and CV in one PDF document by Friday June 15, 2018 at 5 pm to hr@gardinermuseum.com. Please reference Development Associate in subject line. No phone calls or visits please.

For further information on the Gardiner Museum, please refer to our website:

www.gardinermuseum.com

The Gardiner Museum is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities and others with the skills and knowledge to productively engage with diverse communities.

We are committed to hiring on merit and to removing barriers in employment policies.

Reasonable accommodations for disabilities will be provided, on request, to support applicants' participation in all aspects of the recruitment and selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.