



## **Development Officer**

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### **Full-time Permanent**

**Salary: \$50,000**

The Gardiner Museum is seeking a Development Officer who is highly organized, with strong stewardship skills, and a knack for event management. This position will support the Chief Development Officer in reaching annual revenue goals, organizing the Museum's major fundraising events, and maintaining accurate donor records. The successful candidate will be a flexible team member, who thrives in a small and agile team and is committed to providing donors with exceptional service.

Museum staff are temporarily operating in a hybrid work environment, with a combination of remote and in-office work. Employees who are not fully vaccinated will be required to show a negative COVID-19 test taken within 72 hours before entering the office. This policy will be reassessed and updated as new information becomes available through Public Health, the Ontario government, and the legal system.

### **REVENUE GENERATION (40%):**

- Support the Chief Development Officer in the implementation of the annual development strategy including:
- Stewarding existing donors and enhancing donor retention
- Conducting research to identify prospective donors and funding opportunities via government grants, corporate sponsorship, and foundation support
- Assisting with annual and project-based grant and foundation applications, including reporting

### **EVENT MANAGEMENT (30%):**

- Work closely with the Chief Development Officer to lead the organization and execution of the Museum's annual fundraising events, including the International Ceramics Art Fair, SMASH art party, and the Joy of Ceramics Luncheon

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- Includes playing lead logistical role in communicating with event committees, coordinating vendors, securing partnerships, overseeing ticket sales, and coordinating marketing materials

**ADMIN (30%):**

- Ensure accurate and up-to-date record keeping in Development, including tracking of gifts and donor contact information in Raiser's Edge
- Maintain a system to track recognition requirements and programming obligations for funders (whether via Raiser's Edge or an alternative system with equivalent efficacy)
- Maintain internal timelines for Development, including tracking key delivery dates for grant deadlines and other funding requests
- Proof marketing materials to ensure appropriate donor recognition and adherence to logo usage guidelines

**SKILLS/BACKGROUND REQUIRED:**

- Knowledge of the non-profit sector
- Event management experience
- Experience with Raiser's Edge or a similar CRM tool
- Exceptional stewardship skills
- Highly independent
- Excellent written and verbal communication
- Strong organizational skills, problem-solving, and attention to detail

**APPLICATION GUIDELINES:**

To apply, candidates should submit a letter of interest and CV in one PDF document by October 22, 2021 at 5pm EST to [hr@gardinermuseum.com](mailto:hr@gardinermuseum.com). Please reference the job title of "Development Officer" in the subject line.

The Gardiner Museum is committed to an inclusive work environment and encourages applications from applicants who identify as Black, Indigenous or as a person of colour.