

**MaLaren Art Centre
Position Description**

Position Title: Development Associate
Immediate Supervisor: Director/Curator

Department: Development & Engagement

Position Summary

Reporting to the Director/Curator, this position will actively support a comprehensive fundraising and development program designed to raise the profile of the gallery and contribute to the long-term growth and viability of the organization. The position is key to achieving the MaLaren's short and long-term fundraising goals including major gifts, corporate partnerships, and sponsorships while implementing a development strategy that increases awareness, engagement, and support for all gallery functions.

With a focus on building relationships, the position is a proactive networker and fundraiser. Working as part of a collaborative team with cross-functional support from across the organization, the position actively works with and supports key volunteers, gallery members, key stakeholders, and staff in the identification, cultivation, and solicitation of donors, members, partners, and sponsors. Key responsibilities will include research, development, and implementation of high-impact initiatives and events that inspire meaningful engagement and long-term connections to the MaLaren Art Centre.

The position will make meaningful contributions to all aspects of the gallery's life including artistic and strategic planning, budgeting, and team collaboration, and acts as an ambassador for the MaLaren at all levels of public engagement.

RESPONSIBILITIES

- Understands and clearly articulates the MaLaren Art Centre's programs, history, and values to key stakeholders.
- Supports the development and implementation of the fundraising strategy to increase awareness, engagement, and revenues in support of all gallery operations.
- Implements relevant fundraising events and activities.
- Works collaboratively in the research, development, and delivery of a wide range of cultivation and stewardship initiatives to maximize philanthropic support and sponsorship.
- Cultivates and enhances authentic relationships in the community and develops a portfolio of key donors, prospects, and development initiatives.
- Builds and maintains relationships with individuals, organizations and businesses and corporations and key stakeholders.
- Implements creative recognition initiatives.
- Supports the development and execution of targeted, multi-year donor outreach and communication plans.
- Manages online campaigns to engage current and prospective donors.
- Coordinate and organize on-going photo and video documentation that can be used in engaging funders and donors.
- Manages all aspects of the development database.
- Works closely with all departments on relevant cross-departmental projects.
- Builds meaningful relationships with diverse communities across the region and considers how audiences can best be served.
- Working with the Marketing team, establishes and manages the strategy and timeline for mailings and communications that facilitate long term and progressive engagement.
- Works closely with Marketing, the Artistic team, and the Administration departments to develop, produce, and coordinate all development collateral and materials.

- Working as part of a collaborative team with cross-functional support from across the organization, including the Marketing & Development team, supports the implementation of an integrated program that provides multiple levels of engagement and support with an eye toward progressive engagement. Areas include but are not limited to:
 - Membership
 - Sponsorship
 - Donors
 - Giving campaigns
 - Corporate Partnerships
 - Events (Gala, Art Auction, Benefactor Program, etc.)
 - Cultivation and Stewardship
- Researches, develops relevant budgets.
- Ensures all operational processes and supporting aspects of the development office function are well structured and effective.
- Identifies volunteer needs and works with the volunteer coordinator to develop relevant job descriptions, recruitment strategies, and training requirements.
- Supports relevant volunteer teams.
- Coordinates effectively with the Administrative Assistant to ensure accurate and timely processing of relevant receipts and other forms of communications.
- Collects and analyzes statistical data.
- Works closely with colleagues to maintain a respectful, collegial, and enjoyable work environment.
- Keeps current on all Gallery policies and procedures, and adheres to gallery core behaviours & expectations.
- This position stays informed about industry best practices and emerging issues and trends through research and building relationships with key industry colleagues and representatives.

This describes the general nature and level of work being performed. It is not an exhaustive list of all job duties. Other duties will be assigned as required.

Supervision

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- N/A

Qualifications & Expectations

Minimum Formal Education

Relevant Post-secondary degree or certification in Fundraising, Development, Public Relations, Marketing, Community Engagement, or a combination of relevant education and experience.

Minimum Experience

- One (1) + years' experience executing fundraising programs and initiatives in the non-profit cultural sector.
- Has a passion for the visual arts.
- Demonstrated capacity to meet fundraising goals.
- Ability to steward, cultivate, and sustain multiple stakeholders and philanthropic relationships.
- Energized by working with people.
- Experience leading, motivating, and coordinating volunteers, individuals, and teams.
- Demonstrated oral, written, presentation, and reporting communication skills and capacities.
- Demonstrated ability to remain current on all trends and developments related to development, fundraising and community engagement as well as social and cultural trends within the non-profit and gallery/museum sector.

- Ability to prioritize and multi-task a range of projects at different stages of development with demonstrated project coordination, problem solving, and time management skills.
- Proficient in fundraising data base applications.
- Good judgement and high level of discretion.
- Creative thinking and an innovative approach to work responsibilities.
- Proven ability to remain current on all job-related technologies and best practices.
- An energetic desire to work with colleagues, artists, volunteers, interns, and community members to create something extraordinary.
- Believes the visitor experience is paramount.
- Understands the role as a community builder.
- Flexible and embraces change, diverse points of view, and creative problem solving.
- Adaptability, strong interpersonal skills, and a good sense of humour.

Other Requirements

- Successful vulnerability sector screening as required.
- A valid Ontario driver's license, regular drivers abstract, and access to a vehicle.
- Health and Safety training as identified and required.