



## **MACKENZIE ART GALLERY**

*engaging people in transformative experiences of the world through art*

**Job Title:** Development Associate

**Department:** Development & Marketing

**Status:** Full Time, one (1) year term with possible extension, In Scope (CUPE 5791) Position

**Primary Purpose:** Reporting to the Director of Development and Communications, the Development Associate works to optimize the earned revenue and philanthropic support of the MacKenzie Art Gallery, contributing to the sustainability and total development of the organization.

**Nature of Work:** The Development Associate specializes in planning and securing philanthropic gifts and cultivation and stewardship of sponsors, members and donors. The Development Associate will must be knowledgeable in current charitable tax regulations. The Development Associate will work closely with other staff on fulfillment of membership benefits and the attainment of annual and long-term goals relating to the membership program.

**Accountabilities:**

- Work with the Director of Development & Communications to:
  - Solicit and increase the Gallery's donor base while strengthening current donor relationships through appropriate stewardship activities.
  - Plans and secures philanthropic entry-level to mid-level gifts / donations through direct solicitation of donor prospects, along with members of committees, volunteers and / or staff, as appropriate.
  - Research and identify major gift opportunities and strategies to build leadership giving.
  - Develop, steward, and fulfill corporate sponsorships, including maintaining and updating files of all corporate sponsors and/or partners.
  - Produce financial and statistical reports related to members, donors and sponsors.
  - Build strategies for individual and corporate memberships, coordinating with other Gallery staff to ensure the fulfillment of membership's benefits and the attainment of annual and long-term goals relating to the membership program.
  - Research, develop and write funding proposals for corporate, individual, and foundation support.
- Assist with data management and data integrity including; maintaining and updating all member, donor and sponsor profiles, processing memberships and donations, reports, and stewardship activity.
- Assist in the maintenance and updates of development materials as necessary.

- Contributes to the development and execution of strategic fundraising and stewardship plans and events by assisting with the planning and coordination of activities with staff and volunteers, maintaining effective relationships with partner organizations, as well as artists, vendors and other guest participants. Events include volunteer and donor recognition and all fundraising events and programs.
- Develops and implements strategic fundraising and stewardships plans and activities related to donor recognition and donor relations.
- At all times, maintain a high level of professionalism with a focus on surpassing standards of customer service when interacting with Gallery members, donors, sponsors, and visitors.
- Performs other position-related duties as assigned.

This position requires flexible hours including some evening and weekend hours.

**Qualifications - Education:** Requires a Bachelor Degree or higher, or equivalent education.

**Qualifications - Experience:** a minimum three years experience in development; exceptional interpersonal and communicational skills, and an ability to respond to and anticipate needs and interests of key stakeholders, donors and sponsors; a keen and strategic business sense, complimented by exemplary people skills; excellent time management, organization, and leadership skills; ability to show initiative working both independently and cooperatively in a term environment under multiple deadlines and in high pressure situations.

**Skills:** Strong leadership and consensus building skills; the demonstrated ability to think and act strategically; proactive, highly organized and self-motivated; ability to prioritize and meet deadlines; strong team player with ability to work collaboratively and independently; ability to express ideas and concepts effectively, verbally and in writing, including the ability to prepare and present verbal and written reports of a specialized nature; fluency in Microsoft (Word, Excel, PowerPoint, Outlook), experience in database management.

**Salary Information:** The starting salary will be commensurate with education and experience.

**Benefits:** This position includes a comprehensive benefits package.

#### **HOW TO APPLY**

**Please apply no later than Friday, June 23, 2017, 4:30 PM.**

Email: [jackie.lindenbach@mackenzieartgallery.ca](mailto:jackie.lindenbach@mackenzieartgallery.ca)

*Please include "Development Associate" in the subject line of all applications sent via email.*

MacKenzie Art Gallery  
Attn: Jackie Lindenbach, Director of Finance & Operations  
3475 Albert Street  
Regina, SK S4S 6X6

*Inquiries regarding this position can be directed to Jackie Lindenbach Director of Finance & Operations, at (306) 584-4250 ext. 4275. The successful candidate must submit a satisfactory Criminal Record Check prior to employment. The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce. We welcome applications from all qualified candidates.*