



## **MACKENZIE ART GALLERY**

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

**Job Title:** Development Associate

**Department:** Development

**Status:** Full Time in Scope (CUPE 5791) Position

### **About the MacKenzie Art Gallery:**

The MacKenzie Art Gallery (MAG) is Saskatchewan's original and most comprehensive art museum, serving a leadership role in Western Canada. This is a watershed moment in the history of the Gallery, as it is undergoing a multi-phase organizational transformation. Programming primarily contemporary art from the prairies, Canada and abroad, the MAG addresses an encyclopedic range of visual art and culture and is an ally in the research and presentation of Indigenous art. Housed within an over 115,000ft<sup>2</sup> facility, maintained to Class A Museum standards, the MAG permanent collection spans 5000 years of art with nearly 5000 works. MAG was founded on the collection of its namesake, Norman MacKenzie (1869–1936), who bequeathed his collection to the University of Saskatchewan (Regina College), now the University of Regina.

Opening in 1953 in the first purpose-built art gallery building in western Canada, the MacKenzie enjoys a nationally unique partnership with the University of Regina. After separating in 1990, and moving to its current premises, MAG now maintains separate board governance, site and an expansive mandate and quarters in the T.C. (Tommy) Douglas Building. The MAG is situated in Treaty Four territory, traditional land of the Cree, Saulteaux and Metis, and home to the Dakota, Nakota and Lakota peoples. The MAG is located on the edge of the 2300-acre Wascana Centre, the largest urban park in Canada, where nature, culture and education meet. Wascana Centre (1962) was designed by renowned modernist architect Minoru Yamasaki, designer of the original World Trade Center in New York, and is a living artifact of modernist design heritage.

The selected candidate will become part of a team of a dynamic team of staff, volunteers, and Gallery members.

**Primary Purpose:** The Development Associate works with the Director of Development and CEO, to optimize the contributed and earned revenue and other philanthropic support of the MacKenzie Art Gallery, contributing to the sustainability and total development of the organization.

**Nature of Work:** Reporting to the Director of Development, and working with the CEO and other staff, the Development Associate researches, plans and secures philanthropic gifts to increase the Gallery's donor base while strengthening current donor relationships through appropriate stewardship activities. The Development Associate will develop, steward, and fulfill corporate sponsorships. The Development Associate will build strategies for growth in membership and will ensure fulfillment of membership benefits. The Development Associate will assist with data management and data integrity of the Gallery's contact management system. The Development Associate 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. The Development Associate must be relationship driven, resilient, and adaptable with knowledge in principles of fund raising and follow MacKenzie Art Gallery policies, guidelines, and practices, to ensure the MacKenzie's key messages and brand are consistently integrated in all fund-raising efforts.

**Accountabilities:**

- Reporting to the Director of Development, and working with the CEO and other staff to:
  - Solicit and increase the Gallery's donor base while strengthening current donor relationships through appropriate stewardship activities.
  - Plan and secure 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 growth and fulfillment of 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.

**Qualifications - Education:** Requires a minimum of a Bachelor's degree or higher, or equivalent education and experience.

**Qualifications - Experience:** A minimum of three years' experience in development, related experience in a non-profit, or similarly complex environment. Experience in database management, contact management and fundraising software is an asset. Familiarity with the MacKenzie Art Gallery and/or a non-profit organization would be considered an asset. Knowledge of art would be an asset.

**Skills:** Exceptional interpersonal and communication skills, and an ability to respond to and anticipate need and interests of key stakeholders, donors and sponsors; a keen and strategic business sense complemented by exemplary people skills; excellent time management, organization, and leadership skills; ability to show initiative working both independently and cooperatively in a team environment under multiple deadlines and in high pressure situations; fluent in Microsoft Office (Outlook, Word, Excel, PowerPoint); experience in database management, contact management and fundraising

software is an asset; passion for and knowledge of art and art galleries is an asset; a second language is an asset.

**Salary Information:** \$54,182 to \$61,569

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

The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce that includes women, Aboriginal, Inuit and Métis peoples, persons with disabilities and members of visible minorities who have traditionally been and are currently underrepresented in the Canadian workforce. We welcome applications from all qualified candidates.

## **HOW TO APPLY**

Interviews will commence the week of July 16<sup>th</sup>, and this posting will remain open until the position is filled. The MacKenzie appreciates all expressions of interest in this position, however, only those candidates to be interviewed will be contacted. Candidates should submit a cover letter and curriculum vitae and will be required to provide three work-related references if selected for an interview.

Email: [jmartin@mackenzie.art](mailto:jmartin@mackenzie.art)

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

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

*Inquiries regarding this position can be directed to Jackie Martin, Director of Finance and Operations, at (306) 584-4250 ext. 4275.*

*The successful candidate must submit a satisfactory Criminal Record Check prior to employment.*