

KITCHENER-WATERLOO ART GALLERY

Development Coordinator

June 2024

Waterloo region's leading public art gallery, the [Kitchener-Waterloo Art Gallery](#), connects people and ideas through art. Its nationally acclaimed exhibitions and programs welcome all to be inspired and challenged through a deepened understanding of ourselves, our cultures, and our communities.

Position Statement:

The Development Coordinator is an innovative and energetic professional who works closely with all departments at the Gallery, fostering a culture of philanthropy within the organization. The Development Coordinator plans, coordinates and assures implementation of strategies to develop supporters and raise revenues to support the organization's mission and goals including writing grants, seeking foundation support, securing sponsorships, overseeing individual giving and memberships, and leading fundraising events. The Development Coordinator works with Gallery staff to achieve the Gallery's revenue targets. The position reports to the Executive Director.

Key areas of responsibility:

Membership and Donors:

- Manage the renewal process for all membership levels
- Manage donor levels within the Gallery's database, including updating records, preparing reports and preparing data for mailings while streamlining processes
- Conduct prospect identification and research
- Track personal progress with prospects by updating prospects component of the database software in a timely manner
- Implement the Gallery's donation solicitation and fulfillment activities, including annual revisions to donor letters, timely preparation of reminder letters, processing donations and issuing tax receipts
- Arrange and implement annual thank-you and renewal phone campaigns to current and lapsed donors
- Assist in development of collateral membership materials and communications, including website, e-communications and social media platforms.
- Manage membership drives and campaigns, including upgrading membership levels
- Develop and organize outreach and membership events
- Plan for and ensure access by members to programs and facilities according to membership levels

Grants and Foundations:

- Conduct research, prepare proposals and complete follow-up process for selected sponsorship and foundation opportunities
- Prepare selected grant applications

Sponsorships:

- Ensure the Gallery's stewardship and recognition program is implemented as outlined in all recognition agreements
- Development and implementation of the corporate membership and donation campaign
- Provide documentation and prepare annual thank you packages for sponsors
- Prepare donor recognition materials (lobby board, newsletters, newspaper advertisements etc.) as required

Events:

- Coordinate fundraising and special events

- Oversee the annual Art Gallery auction
- Oversee the Annual fundraising campaign – Towards an Equitable and Inclusive future

Other:

- Attend Gallery and community events as required to build new relationships, greet guests and facilitate social interactions
- Contribute to the programs and projects of the KWAG team as a whole and help integrate these activities with the work of others.
 - Participate in development planning and staff meetings as required
 - Provide backup coverage to the Visitor Services and Volunteer Coordinator as required
 - Other duties as assigned

Preferred Qualifications and Skills:

- Minimum of two years fundraising experience in a non-profit organization or equivalent experience
- Familiarity with methods and techniques for fundraising (annual giving, major gifts, campaigns, gift planning, direct mail, special events).
- Excellent communication skills, verbal and written
- Demonstrated ability to work well independently as well as in a team
- Adept at using Microsoft Office programs and experience with databases, spreadsheets and membership records
- Strong organizational and administrative skills
- Demonstrated record of problem-solving and priority-setting in a fast paced, complex and evolving environment
- Ability to meet deadlines
- Demonstrated enthusiasm for and interest in the visual arts
- Good writing and presentation skills, including writing and proofreading
- Familiarity with Grant Advance or Grant Connect would be an asset.

Location and requirements:

This is a fully on-site position, with all hours worked at the Kitchener-Waterloo Art Gallery, typically between Monday and Friday, 9am to 5pm. Some evenings and weekends may be required (in which case, time will be given off in lieu). This role involves remaining in a stationary position most of the time in front of a computer, using a keyboard, mouse and telephone, and interacting with the public.

Salary and Benefits:

This is a full-time position at 35 hours/week with a salary range of \$45,000 - \$50,000/year. Three weeks of vacation and a health benefits package are also offered.

Equity and Access:

The Kitchener-Waterloo Art Gallery is committed to being an inclusive and respectful workplace that reflects the diversity of our community. We encourage and welcome applications that contribute to the further diversification of the Gallery, including but not limited to Indigenous, Black, and Racialized persons, persons with disabilities, and 2SLGBTQ+ persons.

Kitchener-Waterloo Art Gallery is an accessible venue that has been recognized with Gold Certification from the Rick Hansen Foundation.

To apply:

Please submit a CV with a cover letter outlining your experience and suitability for the position to:

Jenna Winter, Director of Finance & Administration

Email: jobs@kwag.on.ca

Deadline: Friday July 19th, 5pm

For additional information or questions, please contact:

Shirley Madill, Executive Director

Email: smadill@kwag.on.ca

We thank all applicants for their interest in the Kitchener-Waterloo Art Gallery; however, only those selected for further consideration will be contacted.

For more information, please visit: <https://kwag.ca/content/employment-opportunities>.