

Organization

Banff Centre for Arts and Creativity (Banff Centre) exists to inspire artists and leaders to make their unique contribution to society and aspires to be the global leader in arts, culture, and creativity. Founded in 1933, its history is the story of some of the most iconic and outstanding artists from Canada and around the world who have helped forge the Canadian cultural identity.

In January 2009, Canada's Minister of Advanced Education and Technology approved a mandate for Banff Centre as a specialized Arts and Culture Institution providing non-parchment programs in the arts and creativity as well as in leadership development, mountain culture, and the environment. As Canada's leading post graduate arts institution, Banff Centre offers intensive training and career development programs for emerging and established artists across all artistic disciplines, including opera, music, dance, film and media, mountain culture, and visual and Indigenous arts. It also has an extensive leadership offering in the cultural, Indigenous, corporate, and environmental sectors. Banff Centre welcomes more than 3,500 artists and leaders in over 120 learning programs and more than 26,000 attendees to over 360 conferences annually. Each year there are more than 150 premieres, over 50 commissioned artistic works, and 400 performances and events for more than 80,000 audience members.

Under the leadership of President and CEO Janice Price, Banff Centre's *The Creative Voice: 2016-2021 Strategic Plan* supports the Albertan, Canadian, and global creative landscape through six priority initiatives: a commitment to advancing artistic learning; Banff Centre as a cultural destination; a centre for excellence for Indigenous programs; a destination for creativity in leadership and conferences; a creative home on sacred and protected land; and an adaptive and resilient organization. These efforts are integrated into the collaborative atmosphere among the six Vice Presidents responsible for Arts and Leadership; Development; Operations; Human Resources; Administration and Finance; and Marketing, Communications and Board Relations. The development division currently consists of 20 employees focused on major gifts, alumni, annual fund, foundations, corporate sponsorship, special events, research, and database administration.

Banff Centre is governed by a national Board of Governors, composed of the President and CEO of Banff Centre, six members appointed by the Alberta Lieutenant Governor in Council, and nine members appointed by the remaining members of the board, one of whom must be nominated by the federal minister responsible for the National Parks Act. David T. Weyant Q.C. serves as Board Chair. The Banff Centre Foundation consists of a Board of Directors (Board of the Foundation) that manages the investment of Banff Centre's endowed funds and is evolving to become more active in soliciting philanthropic support for annual operations. At the end of the 2018 fiscal year, the endowment fund stood at more than \$40 million. The annual operating budget for Banff Centre is approximately \$70 million, with annual contributed revenue, grants, and investment earnings of more than \$8.6 million.

Community

Banff Centre is located in Banff National Park, a United Nations Educational, Scientific and Cultural Organization (UNESCO) World Heritage site. The spectacular beauty of the Canadian Rockies surrounds the campus, which is spread over 42 acres and includes a variety of theatres, recital halls, practice rooms, production facilities, visual art spaces, conference facilities, residences halls, and staff housing, just a few blocks from downtown Banff, Alberta.

The Town of Banff (Banff) is a unique mountain community located in Canada's first national park. Incorporated as a municipality in 1990, Banff has a population of approximately 10,000 residents. Everyone who lives there must meet a "need to reside" requirement regulated by the federal government. Tourism is Banff's economic driver, with more than four million people visiting Banff National Park every year. The town thrives with a diverse mix of residents and visitors from all around the world. Banffites embrace the mountain lifestyle of hiking and biking in the summer and skiing and snowboarding in the winter, while acknowledging an obligation as stewards of the national park and the value of living in a safe and caring town.

In addition to the national park's extraordinary beauty and Banff Centre's many varied programs, Banff residents can enjoy the Banff Public Library, Whyte Museum of the Canadian Rockies, and a variety of sports clubs and leagues. Families with children will find multiple public and private K-12 educational opportunities in Banff and the nearby community of Canmore. With a population of approximately 1.2 million residents, Calgary is just a 90-minute drive from Banff and offers all the amenities of a major metropolitan area, including an international airport.

Sources: edited from banffcentre.ca; banff.ca; banfflakelouise.com; Banff Centre 2017 annual report; Banff Centre 2018 draft annual report

Position

Reporting to and partnering with the President and CEO, the Vice President, Development (VPD) will lead in the engagement, identification, cultivation, and solicitation of major donors and corporations, leveraging the potential for significant gifts and corporate philanthropic support and sponsorship. The VPD will maintain and expand public and private sector relationships for revenue outcomes to deliver on strategic plan priorities; build other strategic community relationships; and collaborate with teams across Banff Centre to maximize successful arts and leadership fundraising efforts. The VPD will be responsible for developing and implementing the strategic direction in all fund development activities and external relations, which includes the community at large, alumni, donors, corporations, and government.

As an integral member of the Senior Leadership Team, the VPD will play an active role as a thought-partner in planning for the organization's overall advancement. Supporting, assisting, and partnering with the President and CEO and other members of the Senior Leadership Team, the VPD will operationalize the strategic plan while building a thriving, creative, diverse safety-, health-, and wellness-focused culture serving artists and leaders. The VPD will collaborate with the President and CEO to implement strategic changes that will dramatically increase the Board of the Foundation's fundraising role as well as developing strategies for increased government support. The VPD will conceptualize and implement a plan to grow Banff Centre's philanthropic support and donor base while leading and motivating a diverse team of professionals in devising successful capital and operating fundraising strategies, implementing appropriate delivery and support systems, and evaluating results.

Roles and Responsibilities

Leadership and Accountability

- Understand and clearly articulate Banff Centre's programs, history, policies, culture, values, key stakeholders, and financial strategy to ensure the continuing relevance of philanthropic and government support.
- Identify key policy and funding issues of strategic importance and develop a comprehensive approach to address these issues to Banff Centre's benefit.
- Develop and implement long- and short-term strategies for fundraising with the President and CEO, Board of Governors, and Board of the Foundation.
- Regularly report on development goals and progress to the President and CEO, Board of Governors, and Board of the Foundation.
- Proactively mobilize the Board of the Foundation, Board of Governors, volunteers, and President and CEO to drive fundraising activity and personal engagement with top prospects, sponsorships, and special events.
- Demonstrate respectful, effective, and appropriate communication to achieve divisional and organizational buy-in for a variety of revenue enhancement initiatives.
- Develop, cultivate, and enhance Banff Centre's relationships in the community.
- Speak and present in a clear and credible manner, listen for diverse perspectives, and set mutually beneficial expectations with a variety of stakeholders.
- Remain current on and adapt to the cultural, economic, and political developments that affect development goals and strategies.
- Model behaviours that create trust, build confidence, and encourage others to follow suggested paths or approaches.
- Embrace other leadership and accountability roles and responsibilities as needed.

Development Division Planning and Implementation

- Develop partnerships with all key divisions to support annual giving programs, sponsorships, special projects, and events.
- Create customized donor stewardship and recognition opportunities to support expanded fundraising activities.
- Create, implement, and manage a strategic development plan designed to significantly increase contributed revenue.
- Establish solicitation priorities, manage prospect lists and research, and develop and execute targeted cultivation plans and solicitation strategies for a range of prospects.
- Maintain a personal portfolio of donors, cultivating and soliciting major gifts for the annual fund, special events, capital projects, special programs, and specific fundraising for the institutional endowment.
- Ensure that the development division adheres to long-term strategic and operational plan goals, coordinating and presenting regular progress reports to the President and CEO, Board of Governors, and Board of the Foundation.
- Direct all aspects of development and the patron benefits program, including stewardship, special events, cultivation, benefits fulfillment, daily donor interaction, and volunteer management.
- Use the organization's formal and informal social and technical structures to build relationships, negotiate solutions, and accomplish goals.
- Guide and mentor the development team's successful achievement of contributed revenue goals for individual, corporate, foundation, and government funding, special events, and institutional endowment, with a personal emphasis on identifying, cultivating, and securing new sources of funding.
- Embrace other division planning and implementation roles and responsibilities as needed.

Administration and Oversight

- Oversee the development division and supervise the development staff by setting clear expectations, motivating the team, and assisting with their professional development.
- Influence and inspire others to act in an energetic, committed fashion in pursuit of a positive organizational culture.
- Ensure that the necessary organizational structure, policies, system controls, safety responsibilities, and procedures are in place and regularly reviewed for effectiveness.
- Prepare and monitor revenue and expense budgets; provide accurate reporting, analysis, and integration of data; and oversee the maintenance and integrity of alumni, donor, and prospect records.
- Guide a regular process of staff review and evaluation that ensures the highest ethical standards in all division activities.
- Lead and mentor the development staff in utilizing available data to analyze and document fundraising needs and opportunities.
- Assess current technology and refine development practices to ensure maximum efficiency and results.
- Embrace other administration and oversight roles and responsibilities as needed.

Traits and Characteristics

Proactive, dynamic, and people-oriented, the VPD will personify frequent interaction and collaboration with others. An experienced leader with the vision to actively pursue Banff Centre's ambitious goals with creativity and determination, the VPD will have a high degree of personal accountability and a commitment to exceeding expectations. This individual will balance tasks and projects with a sense of urgency and possess superlative interpersonal and communication skills that articulate compelling verbal and written messages for support. A self-sufficient and self-managed professional with a highly organized approach, the VPD will have the ability to achieve organizational objectives with staff, board members, volunteers, donors, and prospective supporters. This individual will bring an affinity for Banff Centre's mission and a passion to positively impact the organization's long-term success, complemented by highly developed skills and an efficient best practices approach.

Other key competencies of the role include:

- **Flexibility and Resiliency** – The capacity to respond quickly and adapt to change with minimal resistance while overcoming setbacks and remaining optimistic regardless of circumstances.
- **Stakeholder Focus and Diplomacy** – The dexterity to anticipate, meet, and exceed stakeholder needs and expectations while treating others fairly regardless of personal biases or beliefs.
- **Leadership, Teamwork, and Interpersonal Skills** – The flexibility to organize, mentor, and motivate others to accomplish goals while creating a sense of order, direction, and active participation among a variety of stakeholders.
- **Goal Orientation** – The clarity to establish and achieve specific, measurable, attainable, reviewable, and time-sensitive goals regardless of obstacles or circumstances.
- **Time, Priority, and Self Starting** – The acuity to develop initiatives and demonstrate self-control in managing time and priorities while identifying and overseeing resources, tasks, systems, and people to obtain results.

Qualifications and Experience

A bachelor's degree (master's degree preferred) is required. Qualified candidates will have at least 10 years of experience at a senior leadership level with increasing responsibility in a fundraising leadership role, preferably in the multi-disciplinary arts, education, or non-profit sector. A strong track record in donor identification, cultivation, and solicitation at all funding levels, particularly major gifts, is required. Prior experience with capital campaigns would be an asset. Superior written/verbal communication skills and experience collaborating with high-level, nationally respected volunteers and government funding sources are required. Candidates must possess expertise in and willingness to mentor and develop team members to create a high performing division. Strong computer skills are necessary, including Microsoft Office (Word, Excel, PowerPoint), donor database software, media (traditional, electronic, and social media), and use of advanced tools for donor prospecting and research.

Compensation and Benefits

Banff Centre offers a very competitive salary, subsidized housing, professional development opportunities, supportive work environment, employee cafeteria plan, and subsidized fitness membership, among other benefits. In addition to the Government of Alberta Health Plan, Banff Centre offers extended health and dental insurance, life insurance, vacation time, and participation in a retirement plan to all full-time salaried employees.

Application and Inquires

Please submit a cover letter and resume including demonstrable accomplishments to:

Mr. Martin Bragg, Senior Vice President



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Calgary, Alberta T2S 1W2
Tel (888) 234.4236 Ext. 205
Email BanffCentre@ArtsConsulting.com

Banff Centre for Arts and Creativity is an equal opportunity employer that welcomes any qualified applicant and values diversity of all kinds. Banff Centre for Arts and Creativity is located in Treaty 7 territory. We acknowledge the past, present, and future generations of Stoney Nakoda, Blackfoot and Tsuut'ina Nations who help us steward this land, as well as honour and celebrate this place.