

Job Posting

Fund Development Manager

Reporting directly to and working in conjunction with the Executive Director and the Fund Development Committee of the Board of Directors, the *Fund Development Manager* will support the artsPlace vision of “A Bow Valley in which all residents participate widely in the arts and appreciate creativity as a vital part of their daily lives”. The Fund Development Manager is responsible for identifying, building and maintaining funding relationships, as well as the development, coordination and maintenance of various fund development programs and initiatives.

This is a permanent full-time position with compensation commensurate with experience including a full benefits package

Responsibilities

- In conjunction with the Executive Director, stewardship, development and active support of the various initiatives of the Fund Development Committee of the Board of Directors
- In conjunction with the Executive Director and Fund Development Committee, identifying community stakeholder groups as well as individual, corporate, government and other institutional giving and funding prospects
- In conjunction with the Executive Director and Fund Development Committee, active cultivation and solicitation of Major Individual donors and sponsors, and other individual donations
- In coordination with the Executive Director, creating various sponsorship and other fundraising materials, proposals and applications
- In coordination with the Executive Director, sourcing and completing various Government, Private Foundation, and corporate funding applications
- In conjunction with the Executive Director, stewardship and cultivation of relationships with key stakeholders, members, donors and the broader community including helping to plan and coordinate cultivation/stewardship events and special programs
- In conjunction with the Executive Director and the Communications Manager, planning and implementation of artsPlace individual giving and membership prospecting and renewal campaigns
- In conjunction with the Fund Development Committee, event-based sub-committees, and all artsPlace staff, planning and coordinating annual fundraising events
- Maintenance of comprehensive donor, sponsor and other funder records, campaigns and relationships in the artsPlace Customer relationship Management (CRM) database
- Other duties as assigned

Qualifications

The ideal candidate will possess:

- A minimum of three years working as a fundraiser in the charitable sector, or in an environment with a strong fundraising ethos
- A solid understanding of the basic principals of fundraising
- A post secondary education
- Passion for the arts and creativity and an appreciation of multiple art forms
- An outgoing personality with excellent interpersonal skills and a strong desire to take initiative
- Superior organizational skills and attention to detail, the ability to multi-task, work under pressure and complete tasks in an efficient and timely manner
- creative flare, and a desire to take initiative
- Experience working in a fast-paced environment
- Superior written and oral communications skills
- Experience working with a fundraising or other CRM-based database
- Familiarity with, and the ability to use multiple contemporary communications tools, the Microsoft Office Suite, content management systems, registration systems, and a general comfort level learning and mastering new software programs in a timely fashion
- The ability to work both independently with limited supervision and as an important member of a small, committed team

To Apply:

Please forward a cover letter, resume, and salary exbectations to the attention of *Executive Director, artsPlace* at **jobs@artsplacecanmore.com**, referencing *Fund Development Manager* in the subject line or drop off in person at artsPlace, 950 8th Ave, Canmore **no later than Monday, March 25**

We thank all those who apply, but only those selected for an interview will be contacted.

<https://artsplacecanmore.com>

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