



**CONTEMPORARY
CALGARY**

701 ELEVENTH STREET SW
CALGARY, AB T2P 2C4

403.770.1350
INFO@CONTEMPORARYCALGARY.COM

Director of Development

Contemporary Calgary aims to provide Calgary and its visitors with a significant visual arts destination dedicated to modern and contemporary art. Contemporary Calgary shares a passion for art that is relevant, meaningful and challenging, and we believe in the power of art to transform the places and the lives we live. We are seeking a full-time Director of Development to join the Contemporary Calgary team.

Contemporary Calgary is an equal opportunity employer committed to creating a diverse, respectful and inclusive environment, and encourages applications from all qualified candidates for this position.

Please apply with a cover letter and resume by August 12, 2022, to careers@contemporarycalgary.com

Subject Line: Director of Development
Not all applicants will be contacted for an interview

Salary Range
\$100,000 to \$125,000 per annum, commensurate with experience.

Job Description

Under the direction of the CEO, the Director of Development is responsible for advancing the organization's fundraising goals and objectives, including operating funding support and the advancement of fundraising to support our exciting capital renovation and expansion program.



Key Responsibilities

- Develop, implement, and oversee a fundraising plan for all aspects of fund development, including but not limited to major gifts, annual fund appeals, membership programs, activities, and events, including annual fundraising galas.
- Develop strategic sponsorship programs to support Contemporary Calgary's goals and ambitions. Work to offset the operational cost by obtaining funding from sponsors for specific programming in collaboration with the Chief Curator and curatorial staff.
- In collaboration with the CEO and the Board of Directors, manage a major gifts strategy.
- Support the CEO and Board of Directors on major capital campaigns, including the current capital campaign for the Centennial Planetarium. Be the main point of contact between Contemporary Calgary and contracted fund development resources.
- In collaboration with the CEO and the Board of Directors, plan and execute a multi-year strategic growth campaign working closely with a campaign committee to ensure the success of the campaign.
- Oversee the grants pipeline and contribute to grant writing on the development proposals to foundations, corporations, and public agencies
- Analyze and generate development reports for the CEO and Board of Directors.
- Establish and track fund development goals through the annual budget process together with the CEO, Fund Development Committee, Campaign Committee and Finance.
- Research, propose and implement a legacy-giving strategy.



- Take a leadership role in identifying and establishing institutional policies, practices, and direction to achieve the objectives of the Strategic Plan.
- Lead donor research and cultivation and provide an appropriate briefing to Board and staff members; work with staff to research and develop future prospect lists.
- Collaborate closely with the Marketing team to develop case statements and ensure that all development materials are accurate, timely and compelling.
- Oversee Contemporary Calgary's membership programs, processes, and activities.
- Responsible for the establishment and management of a donor/customer relationship management (CRM) system/ database.
- Improve and maintain a high-functioning development operation for managing donor records, annual development plans, and grant calendars. Ensure that appropriate recognition, stewardship, and reporting occurs for all donations, grants, and contracts.
- Directly supervise development staff including hiring, training, managing and evaluation.
- Other responsibilities as required to support the mission of Contemporary Calgary.

Skills & Experience

- A seasoned development professional with a solid understanding of and experience with all fundraising techniques, including major donor solicitation, corporate and foundation grant seeking, grant writing, government grant development, special events, sponsorships program development and annual fundraising.



- Experience planning and implementing large-scale fundraising campaigns (ideally \$10 M+).
- A genuine interest and passion for the mission of Contemporary Calgary and working knowledge/background in the arts.
- Hands-on, with the knowledge and desire to improve upon current fundraising systems and infrastructure.
- Experience in coordinating events for cultivation and donor appreciation.
- Skilled at translating organizational priorities into inspiring, donor-centric cases for support.
- Ability to prioritize effectively and handle multiple projects and deadlines simultaneously; flexibility and excellent time management skills.
- A team player capable of developing, guiding and implementing strategic development plans in partnership with the CEO, board members and other key staff and volunteers.
- Solid leadership experience and the ability to attract, retain, mentor, motivate, and lead a professional team of fundraisers to achieve common goals and objectives.
- A strong communicator who is able to effectively articulate Contemporary's Calgary mission, programs, and accomplishments to funders prospects, other Contemporary Calgary stakeholders, and the community as a whole.
- Superior interpersonal skills to develop and maintain a broad range of relationships with stakeholders internally and externally. Ability to develop relationships of trust and respect with colleagues, volunteers, donors, patrons, and partners.
- Entrepreneurial spirit and creative mindset, combined with operational excellence and business acumen.



- Excellent written, presentation and communication skills with the experience and inclination to be an effective spokesperson for Contemporary Calgary.
- Superior organizational and time management skills to determine priorities and manage multiple projects in a fast-paced and resource-lean environment.
- Strong computer skills including Microsoft Office and experience using a CMR database.

Qualifications

- 10+ years experience working in fund development, with a minimum of 5 years in a senior development role in a cultural institution.
- Bachelor's degree ideally in a field of study that compliments Contemporary's Calgary mission and vision.
- CFRE is an asset.