



Job Title: Stakeholder Relations Coordinator (contract, flexible role)

Job Overview:

We are seeking a highly motivated, experienced and creative individual who is passionate about contemporary art to coordinate the fundraising and stakeholder development efforts for Kiyooka Ohe Arts Centre Society (KOAC), a non-profit arts centre and sculpture park in Springbank, Calgary, AB. As a part-time **Stakeholder Relations Coordinator**, you will report to the Board and be responsible for developing and implementing fundraising strategies to support the sustainability and growth of the non-profit organization. Your role will involve building and maintaining relationships with donors, identifying funding opportunities, overseeing grant proposals and planning and supporting fundraising events.

If you have a passion for contemporary art, enjoy working in a dynamic environment and a proven track record of successful fundraising, we encourage you to apply for this exciting opportunity.

Key Responsibilities:

- Build and manage relationships with major donors, foundations, corporations, granting agencies and other supporters to secure funding and other support for the organization.
- Identify and evaluate new funding opportunities including grants, sponsorships, donations, and other fundraising initiatives.
- Develop and implement fundraising plans and strategies with the goals of increasing self-generated revenue and ensuring the ongoing financial sustainability of the organization. Includes seeking and successfully obtaining funding and support (corporate, individual and grants) for park signage, maintenance, capital projects, sculpture maintenance and installation and arts programming, including tours, art sales, art exhibitions, artist in residence program, and other community events etc.
- Oversee the development and submission of grant proposals and reports, ensuring compliance with all funding regulations and requirements.
- Support and advising the Board and other staff with fundraising events, including galas, auctions and other special events.
- Develop communication strategies to raise awareness and promote the organization to donors and the general public.
- Collaborate with other staff and the Board to ensure that fundraising initiatives align with the organization's goals and objectives.

Preferred Qualifications:

- Experience in fundraising, government and/or sponsorship relations, with a proven track record of successful fundraising initiatives and donor relations.
- Related volunteer experience or formal education is a plus, such as a Bachelor's degree in Non-profit Management, Business Administration, arts management or a related field or equivalent.
- Passion for the contemporary arts sector is a must.
- Excellent communication, interpersonal, and strategic planning skills.
- Strong project management skills and the ability to manage multiple projects simultaneously.



- Demonstrated experience in developing and implementing corporate and individual fundraising strategies and knowledge of fundraising regulations and requirements in Canada.
- Demonstrated success in grant writing and knowledge of government and foundation funding sources and processes.
- Proven ability to cultivate donors.
- Fundraising certification is an asset.
- French, or a second language an asset.

The Role:

This is a flexible contract role (up to 40 hours/week) which requires some evening and weekend work and is primarily remote. As the organization grows there may be opportunities for the successful candidate to grow and develop other skills in non-profit arts management.

The rate to start is **\$5,000/month** depending on experience. The start date is as soon as possible, but negotiable based upon the prior commitments of the successful candidate.

How to Apply

Please send your application package, including a cover letter outlining your interest in the position, your relevant background, resume and any other support material you feel is pertinent to the Board at careers@koartscentre.org.

We thank all applicants for their interest; however, only those selected for an interview with the Board will be contacted.

Interviews shall be conducted as soon as a qualified candidate applies. Applications will continue to be accepted until the position is filled.

Please note that an employee police record check and a vulnerable sector check will be required before joining the organization.

Note: We believe in equity and inclusion and strongly welcome submissions from all qualified individuals regardless of gender, age, race, culture, nationality, family status, sexual orientation, physical ability and other distinctions.