

Job Posting: Development Officer Canadian Clay & Glass Gallery

The Canadian Clay and Glass Gallery, Waterloo, Ontario, is searching for an experienced and ambitious fund development professional. The Development Officer plays a critical role in advancing the Gallery's exhibitions and programs.

The ideal candidate will be a proactive, collaborative, passionate fundraiser who will raise funds through annual campaigns, events, and face-to-face fundraising with individuals, foundations, and corporations. This position reports directly to the Executive Director. There is opportunity for this position to be full-time or part-time.

Key Accountabilities

- Research prospective donors and sponsors; prepare proposals
- Solicit donations through face-to-face solicitation, annual campaigns, events, etc.
- Organize meetings and tours of the gallery with the Executive Director for prospective donors
- Organize creative and successful fundraising events and original campaigns to solicit donations
- Develop and implement a fundraising strategic plan
- Develop and implement a stewardship plan including prompt and effective donor communication
- Maintain donor database
- Evaluate the success of fundraising initiatives; prepare regular reporting on fundraising targets
- Work closely with senior-level volunteers to assist and promote the Gallery in all aspects of fundraising
- Ensure that all legal reporting is done (for gift processing and tracking)
- Research new grant opportunities & assist in grant writing
- Assist with donation and membership processes
- Be an ambassador of the Gallery
- Other activities as assigned

Required Qualifications

- Bachelor's degree or equivalent education and experience
- 2-5 years of fundraising experience including work with multi-channel annual programs
- Demonstrated success in soliciting and closing major (\$1,000 - \$100,000) gifts and volunteer management
- Experience in the arts or cultural heritage sectors an asset
- CFRE or fundraising certificate an asset

Knowledge/Skills

- High level of organizational and planning skills
- Strategic assessment and planning of programs
- Ability to build relationships
- Excellent time management and demonstrated ability to meet deadlines
- Ability to work collaboratively in a small-team environment

To apply, send in one PDF document by September 13, 2019 the following:

- Cover letter and salary expectancy
- Detailed Curriculum vitae or resume

To Denis Longchamps, Executive Director, at director@theclayandglass.ca

The Clay and Glass Gallery invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment. Please note that only the candidates selected for an interview will be contacted.