

# kamloops art gallery

## Development Manager

Kamloops Art Gallery is seeking a Development Manager to lead and manage a comprehensive fundraising and development program designed to raise the profile of the Gallery and contribute to the long-term growth and viability of the Gallery.

With a focus on building relationships, the Development Manager is a networker and fundraiser who inspires meaningful engagement and long-term connections to the Gallery.

Driven, strategic, and goal-oriented, the Development Manager effectively drives a comprehensive fundraising program to achieve short and long-term funding objectives in support of the Gallery's mission and goals, including overseeing memberships, growing individual giving, and securing sponsorships.

### About Kamloops Art Gallery

The Kamloops Art Gallery, with its focus on contemporary art, offers inspiring, provocative, and transformative art experiences of national calibre. Located in Secwepemcúl'ecw, it is the largest art gallery in the Interior of British Columbia and boasts a collection of over 3,000 works of art. With more than 12 exhibitions every year, the Gallery offers exciting, diverse, accessible, and affordable experiences, including talks, tours, and studio-based programming for people of all ages.

The Kamloops Art Gallery is an equal opportunity employer and thanks all applicants for their interest in the Gallery. Women, people of colour, Indigenous persons, persons with disabilities, people in the LGBTQIA2S+ community, and people from other historically excluded communities are strongly encouraged to apply.

**For a detailed job description please see below.**

**Employee status:** Permanent employment; 28 to 35 hours per week

**Salary:** \$72,000 to \$86,000 (FTE) depending on experience. The Gallery offers a competitive compensation package that includes health benefits, RSP top-up, and flexible working arrangements and hours.

**Start date:** Negotiable

**Application deadline:** Position open until filled

**Please include a cover letter with your resume addressed to:**

Catrina Crowe, Operations Manager

[ccrowe@kag.bc.ca](mailto:ccrowe@kag.bc.ca)

Kamloops Art Gallery, 101 - 465 Victoria Street, Kamloops, BC V2C 2A9

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## JOB DESCRIPTION

### **Development Manager**

#### **Job Purpose**

Reporting to the Executive Director, the Development Manager leads and manages a comprehensive fundraising and development program designed to raise the profile of the Gallery and contribute to the long-term growth and viability of the Gallery.

With a focus on building relationships, the Development Manager is a networker and fundraiser who inspires meaningful engagement and long-term connections to the Gallery.

Driven, strategic, and goal-oriented, the Development Manager effectively drives a comprehensive fundraising program to achieve short and long-term funding objectives in support of the Gallery's mission and goals, including overseeing memberships, growing individual giving, and securing sponsorships.

#### **Scope and Primary Responsibilities**

- Responsibilities will include research, development, and implementation of high-impact initiatives for fundraising and donor engagement as guided by the Gallery's mission and goals.
- Research prospects to identify, cultivate, and solicit new donors and funding sources.
- Prepare opportunities and briefing materials for shared meetings with the Executive Director and prospective sponsors and donors.
- In conjunction with the Executive Director, build and maintain relationships with all key stakeholders.
- Strengthens the operational structure and processes for an effective donor program.
- Acts as an ambassador for the Gallery at all levels of public engagement.

#### **Donors and Memberships**

- Develops a donor management plan to identify, cultivate, solicit, and steward donors
- Develops giving strategies for individual donors and companies
- Manages the donor levels within the Gallery's database, including updating records, preparing reports, and guiding campaigns.
- Advances the membership program, upgrading memberships and converting members into donors and increasing contributions
- Manages the renewal process for all membership levels
- Develop and organize donor events
- Creates and maintains fundraising materials

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## **Sponsorships**

- Develops sponsorships strategies to identify potential sponsors, prepare sponsorship proposals, and solicit, recognize, and retain sponsorships
- Ensure all recognition agreements are implemented

## **Other**

- Other roles and responsibilities as required.

## **Skills and Requirements**

- Minimum of 3 years' experience in fund development (annual campaigns and/or major gifts) developing, implementing, monitoring, and evaluation of fund development strategies and campaigns.
- Demonstrated capacity to meet fundraising goals.
- Demonstrated ability to cultivate and sustain multiple effective relationships with individuals, sponsors, and other key stakeholders.
- Knowledge of established ethical fundraising practices and processes.
- Confident and clear communicator, with demonstrated oral, written, and reporting communication capacities.
- Ability to prioritize and multi-task a range of projects with demonstrated project coordination, problem solving and time management skills.
- Demonstrated ability to remain current on trends related to development, fundraising, and community engagement, as well as social and cultural trends within the non-profit and gallery sector.
- Proficient in fundraising data base applications.
- Good judgement and high level of discretion.
- Passion for the visual arts.
- An energetic desire to work with colleagues to create something extraordinary.
- Understands the role of a community builder.
- Adaptable and embraces change, diverse points of view, and creative problem solving.
- On occasion, availability and flexibility to work outside of regular schedule, in support of public events
- This role is based in Kamloops. The candidate must be able to work on site, with consideration for hybrid work arrangements. Flexible work arrangements will be in consideration of the needs of the organization and position.

## **Preferred Qualifications**

- Fundraising designation
- Previous fund development experience in an arts and cultural organization
- Experience with Major Gift fundraising would be an asset
- CRRE (Certified Fund Raising Executive) designation would be an asset
- Ability to lift and transport items up to 20kg for donor events, etc.