

WAG EMPLOYMENT OPPORTUNITY

DEVELOPMENT OFFICER

CLASSIFICATION: Out of Scope

HOURS OF WORK: 35 hours per week

APPLICATION DEADLINE: *Friday January 12, 2018 to Mike Malyk, Manager, Human Resources
humanresources@wag.ca*

Reporting to Director of Development, the Development Officer will act as an integral member of the Winnipeg Art Gallery's Development Team, and be responsible for executing the corporate and foundation plan. This includes prospecting, securing, and stewarding corporate and foundation giving. In addition, the Development Officer will be responsible for organizing, planning, writing and administering the Gallery's public sector funding contracts.

DUTIES and RESPONSIBILITIES:

- Ensure administrative and operational system is in place for corporate and foundation funding submissions
- Research and prepare corporate and foundation grant proposals for Gallery programs and projects
- Meet with representatives of corporations, foundations in order to understand funding preferences and application requirements
- Liaise with Gallery employees to understand program and operational needs
- Research new funding sources and stay up-to-date with best practices for corporate and foundation funding
- Ensure that the Gallery management and staff are informed of developments, challenges and issues concerning public funding in general and specifically for the Gallery
- Develop and execute reporting mechanisms to track funding received and funding opportunities
- Ensure all provincial government funding applications are submitted accurately and on time
- Other duties as assigned

JOB REQUIREMENTS:

- Post-Secondary education
- 3 to 5 years related experience in corporate sponsorship, foundation grants, annual giving, or business to business sales.
- Knowledge of program delivery within a public gallery or museum
- Knowledge and experience in financial tracking including experience with spreadsheets and cash flow, budget preparation and expense tracking
- Strong relationship-building skills and experience including excellent communication and interpersonal skills.
- Experience with Microsoft Office, particularly Word, Excel and PowerPoint
- Familiarity with Raiser's Edge software would be considered an asset.
- Knowledge of fundraising practices in Canada