

JOB TITLE: *Development Associate*
REPORTS TO: Director of Development
JOB LEVEL: Level 7

Primary Function:

Working with the Director of Development, the Development Associate works to optimize the contributed and earned revenue and other philanthropic support of the MacKenzie Art Gallery, contributing to the sustainability and total development of the organization.

Key areas of responsibility:

1. Reporting to the Director of Development, and working with the CEO and other staff to:
 - a. Solicit and increase the Gallery's donor base while strengthening current donor relationships through appropriate stewardship activities.
 - b. Plans and secures philanthropic entry-level to mid-level gifts / donations through direct solicitation of donor prospects, along with members of committees, volunteers and / or staff, as appropriate.
 - c. Research and identify major gift opportunities and strategies to build leadership giving.
 - d. Develop, steward, and fulfill corporate sponsorships, including maintaining and updating files of all corporate sponsors and/or partners.
 - e. Produce financial and statistical reports related to members, donors, and sponsors.
 - f. Build strategies for growth and fulfillment of memberships, coordinating with other Gallery staff to ensure the fulfillment of membership's benefits and the attainment of annual and long-term goals relating to the membership program.
 - g. Research, develop and write funding proposals for corporate, individual, and foundation support.
2. Assist with data management and data integrity including maintaining and updating all member, donor and sponsor profiles, processing memberships and donations, reports, and stewardship activity.
3. Assist in the maintenance and updates of development materials, as necessary.
4. Contributes to the development and execution of strategic fundraising and stewardship plans and events by assisting with the planning and coordination of activities with staff and volunteers, maintaining effective relationships with partner organizations, as well as artists, vendors, and other guest participants. Events include volunteer and donor recognition and all fundraising events and programs.

5. Develops and implements strategic fundraising and stewardships plans and activities related to donor recognition and donor relations.
6. At all times, maintain a high level of professionalism with a focus on surpassing standards of customer service when interacting with Gallery members, donors, sponsors, and visitors.
7. Performs other position-related duties as assigned.

Key competencies:

- Requires a minimum of a bachelor's degree or higher, or equivalent education and experience, with three previous years of experience in development.
- Exceptional interpersonal and communicational skills, and an ability to respond to and anticipate needs and interests of key stakeholders, donors, and sponsors.
- A keen and strategic business sense complemented by exemplary people skills.
- Excellent time management, organization, and leadership skills.
- Ability to show initiative working both independently and cooperatively in a team environment under multiple deadlines and in high pressure situations.
- Fluent in Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Experience in database management, contact management and fundraising software is an asset:
- Passion for and knowledge of art and art galleries is an asset:
- A second language is an asset.

Note:

- Variable hours, including evenings and weekends.

I have read and understand this job description and it is an accurate statement of the job duties, responsibilities, and qualifications.

_____	_____	_____
Employee name	Signature	Date
_____	_____	_____
Executive Director & CEO (name)	Signature	Date

November 4, 2014