



MACKENZIE ART GALLERY

engaging people in transformative experiences of the world through art

JOB POSTING

Job Title: Development Associate

Department: Development

Status: Permanent, In-Scope (CUPE 5791) position

About the MacKenzie Art Gallery:

The MacKenzie Art Gallery plays an important role in the Canadian and International art ecosystem. Programming primarily contemporary art from the prairies, Canada and abroad, the MacKenzie addresses an encyclopedic range of visual art and has a proud and consistent history of being an ally in exhibiting and collecting the work of Indigenous artists, with leadership from Indigenous curators. The MacKenzie is at a crucial point in our history where we are seeking to critically examine our own histories, failings, and opportunities as we redefine our role as a cultural institution within our community. We are seeking a visionary leader who can bring a spirit of care, thoughtfulness, play, experimentation, and responsibility to our artistic vision, guiding a professional team to work collaboratively with each other, with artists, and our broader community.

Opening in 1953 on the University of Saskatchewan Regina Campus (now the University of Regina), in the first purpose-built art gallery building in western Canada, the MacKenzie enjoys a nationally unique partnership with the U of R. After separating in 1990, and moving to its current premises, MAG now maintains separate board governance, site and an expansive mandate and quarters in the T.C. (Tommy) Douglas Building. The MacKenzie features an outdoor sculpture garden with potential for growth through loans, acquisitions, and commissions. The MAG is situated in Treaty Four on the traditional territory of the Cree, Saulteaux, Lakota, Dakota, and Nakota people, and the homeland of the Métis Nation. The MacKenzie is housed in a 115,000 sqft facility, maintained to Class A Museum standards, with a permanent collection that spans 5000 years of art with nearly 5000 works. The MacKenzie is located on the edge of the 2300-acre Wascana Centre, the largest urban park in Canada. Wascana Centre (1962) was designed by renowned modernist architect Minoru Yamasaki, designer of the original World Trade Center in New York, and is a living artifact of modernist design heritage.

Primary Purpose:

The Development Associate works with the Director of Development and CEO, 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 during a pivotal point in the Mackenzie's history as we complete our facility feasibility study and look to next steps of the organization's growth and transformation.

Nature of Work:

Reporting to the Director of Development, and working with the CEO and other staff, the Development Associate researches, plans, and secures philanthropic gifts to increase the Gallery's donor base while strengthening current donor relationships through appropriate stewardship activities. The Development Associate will develop, steward, and fulfill corporate sponsorships. The Development Associate will build strategies for growth in membership and will ensure fulfillment of membership benefits. The Development Associate will assist with data management and data integrity of the Gallery's contact management system. The Development Associate 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. The Development Associate must be relationship driven, resilient, and adaptable with knowledge in principles of fund raising and follow MacKenzie Art Gallery policies,

guidelines, and practices, to ensure the MacKenzie's key messages and brand are consistently integrated in all fund-raising efforts.

1. **Plans and Secures Gifts:** The Development Associate working with the Director of Development and CEO will solicit and increase the Gallery's donor base while strengthening current donor relations through stewardship activities. The Development Associate will plan and secure donations, including annual and mid-level gifts. Corporate sponsorships for Gallery events and activities will also be a priority for this role including maintaining and updating files of current and prospective corporate sponsors and / or partners for the Gallery. Undertake prospect research and prepare funding proposals for corporate, individual, and foundation support.
2. **Membership Program:** The Development Associate will contribute to the development and implementation of the Gallery's membership program, including the fulfillment of membership benefits.
3. **Strategic Fundraising and Stewardship:** The Development Associate will contribute 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. This will include support for the coordination of the Gallery's signature events. The Development Associate will establish and implement ongoing strategic fundraising and stewardship plans and activities related to donor recognition and donor relations, manage a portfolio of prospects, and work with senior level volunteers on an ongoing basis
4. **Data Management and Data Integrity:** The Development Associate will 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. Assist in the maintenance and updates of development materials, as necessary.
5. **Accessibility and Equity:** Ability to promote equity and inclusion as core concepts in all actions and decisions affecting people, programs and procedures.

See attached [job description](#) for further details.

Qualifications: Education: Bachelor's degree or Equivalent in related field

Qualifications: Experience: A minimum of three years directly related experience in a non-profit, or similarly complex environment.

Requirements:

- Strong desire to promote the value of the organization to the community.
- Related experience in a non-profit, or similar complex environment.
- Experience in database management, contact management and fundraising software is an asset.
- Exceptional interpersonal and communication skills.
- Experience with project management and/or special events is an asset.
- An ability to respond to and anticipate needs and interests of 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, PowerPoint); experience in database management, contact management and fundraising software an asset.
- Passion for and knowledge of art and galleries is an asset, a second language is an asset.

Variable hours including evening and weekends.

Salary Information: \$57,590 to \$65,441

The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce that includes diversity in gender identity/representation, First Nations, Inuit and Métis peoples, persons with disabilities and members of racialized communities who have traditionally been and are currently underrepresented in the Canadian workforce. We welcome applications from all qualified candidates.

HOW TO APPLY:

Please apply no later than Monday, December 5, 2022

Applications for this position can only be submitted via the MacKenzie's job application portal.

Any applications submitted via email or by mail will not be considered.

To visit the portal and apply, please click [here](#).

Inquiries regarding this position can be directed to Vladan Vukovic, HR & Equity Manager, at (306) 584-4250 ext. 4276

The successful candidate must submit a satisfactory Criminal Record Check prior to employment.