

Development Manager | Oakville Galleries

Oakville Galleries is one of Canada's leading contemporary art museums. We are driven by a belief in the singular power of art to deepen our understanding of ourselves and our communities and move us toward a better world. We seek a Development Manager to join our team.

Job Status: Regular part-time

Hours and Days: 20 hours per week (25% remote & some evenings and weekends required)

Salary Range: \$35,000 - 40,000 (dependant on experience)

Deadline for Applications: 11 December 2023

Anticipated Start Date: February 2024

Reporting to the Executive Director, the Development Manager will be responsible for a range of activities that will support the Galleries' programming that include but are not limited to:

- Identifying and implementing a comprehensive strategy to ensure fundraising revenue diversification and growth
- Establishing and executing all development initiatives across all social platforms and through direct solicitation including fundraisers; annual and planned giving; and corporate and foundation partnerships
- Supporting and partnering with the Executive Director in all fundraising activities including fundraising events and the Future Museum Capital Campaign
- Managing and growing donor, patron, sponsorship relationships and ensuring proper donor recognition and benefit delivery
- Leading on the development and coordination of funding proposals and grant writing
- Fostering relationships and providing stewardship for planned giving
- Planning and coordinating opening receptions, patron events, membership activities, and other events as needed
- Other duties as assigned

The Development Manager will work also with board members, a fundraising committee, and various community partners and stakeholders to execute these goals.

Requirements:

- BA in a related field (a Master's degree would be an asset)
- 5 years experience in fundraising and development in the cultural or non-profit sector

- Proven track record managing donor and client relationships, securing funds from a variety of sources, and meeting ambitious financial goals
- Ability to deftly and accurately align donor interests and Oakville Galleries' values, vision, and needs
- Exceptional oral and written communication skills and an ability to communicate effectively with a wide range of stakeholders including staff, board members, patrons, donors, members, and visitors
- Strong analytical and problem-solving skills
- Superior organizational, interpersonal, and public speaking skills
- Demonstrated ability to build and maintain relationships with a diverse array of organizations and individuals
- Experience working with Boards and organizational committees
- Significant project management experience
- Proficiency with MS Office, Google Workspace, and other digital resources
- Interest in contemporary art and community building
- Understanding of CRM applications an asset

How to Apply

- To apply for this position, please forward a cover letter and resume in a single PDF via email to jobs@oakvillegalleries.com with the subject line 'Oakville Galleries - Development Manager'
- We will begin to review applications on **11 December 2023**. Candidates will be interviewed on a rolling basis.
- Please note, that while we appreciate everyone who applies, we are only able to respond to applicants moving to the next stage of the recruitment process.

Oakville Galleries is committed to equity, welcomes diversity, and hires on the basis of merit. All qualified individuals who may contribute to the diversification of Oakville Galleries, including individuals who identify as BIPOC, 2SLGBTQIA+, people with disabilities, and others from historically marginalized groups are encouraged to apply. Please state in your application any accommodations you may require.