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home to our
arts community

PLACE DES ARTS

JOB POSTING RESOURCE DEVELOPMENT/VOLUNTEER COORDINATOR PERMANENT FULL TIME (37.5 hours per week)

Place des Arts seeks a creative, highly motivated and capable team player to oversee fundraising and to coordinate the organization's volunteer program.

PLACE DES ARTS

Founded in 1972, Place des Arts is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in the historic Maillardville neighbourhood of Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts. Our Artisan Shop and galleries support local emerging artists, and our events and performances make Place des Arts a cultural hub, drawing together diverse members of the community to experience the arts.

JOB SUMMARY

Reporting to the Executive Director (ED), the Resource Development/Volunteer Coordinator (RDVC) works closely with the Executive Director, staff and community partners to secure project and program funding through grants, donations and sponsorships. The RDVC also manages Place des Arts' robust volunteer program including the volunteer Youth Arts Council. You are a self-starter with excellent writing and communication skills. You are creative, adaptable and love to work with youth. This is a permanent full-time (37.5 hour per week) position. You must be available for evening and weekend shifts.

SPECIFIC ACCOUNTABILITIES

Resource Development

- Work with the Executive Director to develop an annual fundraising strategy that supports the organization's strategic goals
- Research funding bodies and prepare grant applications, budgets and reports
- Solicit cash and in-kind sponsorships and donations from the private sector and individuals.
- Coordinate all aspects of the annual online fundraising auction including donation requests, donor recognition, marketing and managing the auction website
- Supervise the summer student intern position who assists with the annual online fundraising auction
- Maintain relationships with funders and coordinate funder recognition programs.
- Administer the Place des Arts Endowment Fund
- Work with the Financial Coordinator to issue charitable tax receipts in accordance with CRA guidelines and regulations
- Maintain accurate records and files for resource development initiatives

Volunteer Coordination

- Liaise with staff to determine volunteer needs for programs and events

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- Coordinate and implement recruitment, screening, training, placement, supervision and evaluation of volunteers
- Promote the volunteer program at volunteer festivals, targeted community events, websites and the media
- Coordinate volunteer recognition programs including an annual recognition party during National Volunteer Week
- Maintain accurate database of volunteer information and hours

QUALIFICATIONS, SKILLS & EXPERIENCE

- An undergraduate or master's degree in a related field or an equivalent of experience and formal training.
- Knowledge of community resources and funding bodies
- Excellent working knowledge of standard Microsoft office software
- Experience working in a non-profit organization
- Experience working with children and youth
- Knowledge of Adobe Creative Suite is an asset
- Knowledge of WordPress Content Management System is an asset

REQUIREMENTS

- Criminal Record Check with a vulnerable sector check
- Strong leadership and organizational skills
- Excellent oral and written communication skills
- Skill in establishing and maintaining effective relationships
- Demonstrated ability to manage multiple priorities and deadlines
- Willing to work evenings and weekends, as required

HOW TO APPLY

Please submit a cover letter, résumé and references to opportunities@placedesarts.ca, attention Joan McCauley, Executive Director by March 3, 2019.

Place des Arts is an equal opportunity employer and welcomes applications from all qualified individuals. Applications will be reviewed and considered as they are received. We thank all prospective applicants for their interest; however, only those selected for interviews will be contacted.

REMUNERATION

This is a permanent full-time position (37.5 hours/week) with a starting salary of \$48,000. Benefits include extended health, Municipal Pension Plan and 12 paid sick days per year.