

home to our  
arts community

# PLACE DES ARTS

## **JOB POSTING DEVELOPMENT COORDINATOR PERMANENT FULL TIME (37.5 hours per week)**

Are you enthusiastic about the arts and want to build a career in not-for-profit fundraising? Are you a creative thinker? Do you have killer writing skills? Are you a self-starter who thrives on attention to detail? Then we want to hear from you!

**PLACE DES ARTS IS SEEKING A TEAM-PLAYER WHO IS INTERESTED IN WORKING WITH A SUPPORTIVE TEAM FOR A VIBRANT ARTS ORGANIZATION. YOUR WORK WILL DIRECTLY IMPACT PLACE DES ARTS ABILITY TO INCREASE ENGAGEMENT WITH, AND ACCESS TO, THE ARTS.ABOUT PLACE DES ARTS**

Place des Arts is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in 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 artists, and our events make Place des Arts a cultural hub, drawing together diverse members of the community to experience the arts.

### **JOB SUMMARY**

You will work in close collaboration with the Executive Director and are responsible for overseeing all Place des Arts' fundraising initiatives and activities, as well as providing administrative support.

#### **We are looking for:**

- a collaborator who takes initiative and has great ideas
- an independent worker who can manage all the details
- an effective communicator
- a curious and enthusiastic learner

### **THE DAY-TO-DAY**

- Develop and oversee an annual fundraising strategy (this includes campaigns large and small, grants, sponsorships and cash donations)
- Manage all aspects of fundraising, from research to initial approach, grant writing, budgeting, evaluation and reporting
- Coordinate all aspects of a major donation campaign (e.g., an online auction) including donation requests, donor recognition, marketing and managing the auction website
- Maintain accurate and thorough records
- Solicit cash and in-kind sponsorships and donations from the private sector and individuals
- Manage in-kind gifts for the organization including tracking and recognition, be the first point of contact for donors on the phone and in-person
- Build relationships with community stakeholders to advance our mission and fundraising goals, and coordinate funder recognition programs
- Keep abreast of best practices in fundraising in the arts sector along with funding initiatives and government policies and changes
- Administer the Place des Arts Endowment Fund
- Work with the Financial Coordinator to issue charitable tax receipts
- Provide support to the Executive Director with stakeholder engagement and other administrative tasks as assigned

### **QUALIFICATIONS, SKILLS & EXPERIENCE**

- Degree or diploma, or equivalent experience, in fundraising, non-profit management, communication or related field
- Excellent writing and communication skills (prove it in your writing sample!)
- Detail-oriented, with excellent organizational skills
- Ability to take initiative and work both independently and collaboratively
- Knowledge of community resources and funding bodies
- Excellent working knowledge of standard Microsoft office software
- Experience working in a non-profit organization is an asset
- Experience with grant-writing is an asset
- Knowledge of Adobe Creative Suite is an asset
- Knowledge of WordPress Content Management System is an asset

## **REQUIREMENTS**

- Police Information Check with a vulnerable sector check
- Ability to work evenings and weekends, as required
- Ability to work from home

## **HOW TO APPLY**

The following are required:

- cover letter and résumé**
- writing samples (be creative, but it helps if it's from your fundraising experience)**
- references**

Send your application to [opportunities@placedesarts.ca](mailto:opportunities@placedesarts.ca), attention Joan McCauley, Executive Director. Place des Arts would like to thank all prospective applicants for their interest; however, only those selected for interviews will be contacted. This position is open until filled. Applications will be reviewed and considered as they are received.

We welcome applications from all qualified individuals.

## **REMUNERATION**

This is a permanent, full-time position (37.5 hours/week) with a starting hourly rate of \$25.90/hr. Benefits include extended health, Municipal Pension Plan, three weeks vacation and 12 paid sick/personal days per year.