

home to our  
arts community

# PLACE DES ARTS

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

Place des Arts is seeking an energetic, creative fundraiser and skilled administrator to join our vibrant organization. You are a self-starter with an accomplished writing style to create compelling grant applications and sponsorship proposals. You are detail-oriented and possess a good knowledge of the non-profit arts sector.

### **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.

### **GENERAL ACCOUNTABILITY**

Supporting and working in close collaboration with the Executive Director, the Manager of Development is responsible for the development and delivery of all Place des Arts' fundraising initiatives and activities, as well as providing administrative support to the Executive Director.

### **SPECIFIC ACCOUNTABILITIES**

- Develop and oversee an annual fundraising strategy.
- Manage all aspects of the fundraising process, from research and initial approach, to grant writing, budgeting, evaluation and reporting.
- Solicit cash and in-kind sponsorships and donations from the private sector and individuals.
- Coordinate all aspects of donation campaigns, including an annual online auction, overseeing donation solicitations, marketing, online auction website management and donor recognition.
- Manage monthly donor program and in-kind gifts including tracking and recognition and be the first point of contact for donors on the phone and in person.
- Proactively build relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- Maintain relationships with funders 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.
- Issue charitable tax receipts in accordance with CRA guidelines and regulations.
- Maintain accurate records and files for fundraising initiatives.
- Provide support to the Executive Director with stakeholder engagement and other administrative tasks as assigned.

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

- A degree or certificate in fundraising or a related field, or an equivalent of experience and formal training
- At least 2-3 years of related experience
- Exceptional writing and communication skills
- Proven experience writing grant applications
- An ability to take initiative and work both independently and collaboratively

- Knowledge of community resources and funding bodies
- Detail-oriented, with excellent organizational and analytical skills
- Excellent working knowledge of standard Microsoft Office software
- Experience working in a non-profit organization
- Knowledge of Adobe Creative Suite is an asset
- Knowledge of WordPress Content Management System is an asset
- Valid driver's license and access to a vehicle is an asset

#### **REQUIREMENTS**

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

#### **HOW TO APPLY**

A cover letter, résumé, writing samples and references are required and must be submitted by October 28, 2024, by email 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.

Place des Arts is an equal-opportunity employer and welcomes applications from all qualified individuals. 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 an annual starting salary of \$60,000. Benefits include extended health, Municipal Pension Plan, three weeks vacation and 12 paid sick days per year.