



NATIONAL GALLERY OF CANADA FOUNDATION
FONDATION DU MUSÉE DES BEAUX-ARTS DU CANADA

Donor Relations Coordinator

JOB SUMMARY

The National Gallery of Canada Foundation is a non-profit registered charity which cultivates private support in Canada and abroad, raising capital, and managing and increasing both expendable funds and an endowment, for the benefit of the National Gallery of Canada. The **Donor Relations Coordinator** will provide administrative and fundraising support to the Interim Executive Director, Finance Director and Events and Stewardship Manager to manage a wide range of projects and fundraising activities in support of the cultivation, solicitation and stewardship of Foundation donors and patrons. The incumbent will also be responsible for maintaining the integrity of the Foundation's Raiser's Edge database by managing the day-to-day collection of constituent data, and gift processing and receipting in accordance with the Canada Revenue Agency (CRA).

MAIN DUTIES

Use Raiser's Edge to maintain constituent records, cultivation, solicitation and stewardship activities and track prospects;

Record and process gifts in accordance with Foundation and CRA guidelines;

Promptly and appropriately acknowledge all donations including generating and mailing thank you letters and tax receipts, acknowledgement cards, certificates and welcome packages including responding to donor inquiries;

Respond to, or direct appropriately, donor inquiries and ensures consistent and appropriate messaging;

Provide general administrative support such as document preparation, coordinating special mailings, filing, sending of courier packages, faxing, photocopying, etc.;

Provide general event support such as guest list management, onsite guest coordination and supplier liaison;

Perform other duties as required.

REQUIREMENTS

Post-secondary school degree, diploma or certificate in a related field – fundraising preferred;

Minimum of 3 years of related work experience;

Donor relations experience in a cultural institution or equivalent;

Proficiency in Microsoft Office and CRM databases, preferably Raiser's Edge.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated ability to interact comfortably, tactfully and effectively with donors as well as internal and external stakeholders;

Experienced in handling sensitive and confidential situations directly;

Excellent organizational skills with the ability to prioritize a diverse workload, attention to accuracy and details and able to manage multiple deadlines and demands;

Must possess the ability to think strategically, work independently and as a member of a team;

Excellent communication skills (both written and verbal) and well-developed interpersonal skills, in English. French is considered an asset.

Knowledge of the arts sector; passion and understanding of the importance of the arts in Canada preferred;

There may be unusual hours or schedules, different event venues both on and off site, and some domestic travel.

WORK SCHEDULE & DETAILS

Due to the ongoing COVID-19 Pandemic, the Foundation is working both remotely and in office on a rotating schedule. Incumbent is required to live and work in Ottawa, Canada.

Available to work Monday-Friday, 9am to 5pm. Schedules may change based on operational/event needs.

This is a regular, full-time position commencing as soon as possible. **The salary range is \$55,000 to \$65,000.**

As a **Permanent, Full-Time Employee**, you will participate in the Foundation's benefit program, which includes:

- Benefit Plan, including Health and Dental Benefits, Optional Savings Account (TFSA or Group RRSP), Optional Critical Illness and Core Life, AD&D and LTD Insurance, with options
- Paid Sick Time, Vacation and Personal Leave

CONDITIONS OF EMPLOYMENT

Secret Security Clearance is a requirement – this factor is not used at the pre-selection stage. Eligibility to work in Canada is mandatory. In accordance with the National Gallery of Canada's policy, all staff and visitors to the building must be fully vaccinated.

HOW TO APPLY

Please submit your cover letter and resume, as one PDF document, no later than 4:30pm Eastern Time on Monday, December 5, 2021 to lwillman@ngcfoundation.ca.