



NATIONAL
GALLERY
OF CANADA
FOUNDATION

FONDATION
DU MUSÉE
DES BEAUX-ARTS
DU CANADA

Development Officer

About Us

The National Gallery of Canada Foundation is a non-profit registered charity that cultivates private support in Canada and abroad for the benefit of the National Gallery of Canada. The NGC Foundation enjoys an active engagement with its donors, whose exemplary generosity has fostered the preservation, display, and understanding of a world-class collection of visual art. We are a small, energetic and creative team focused on the delivery of superb donor programs.

Position Overview

We are currently seeking a **Development Officer** to join our small and tight-knit team to provide integral support to the Foundation's major gift fundraising initiatives related to the cultivation, solicitation and stewardship of Foundation patrons. The successful candidate is a superb project manager, professional, warm, resourceful and polished, with experience in the development sector. A passion for, or curiosity about, the arts is a terrific asset.

The Foundation is working both remotely and in office on a rotating schedule. The incumbent is required to live and work in Ottawa, Canada.

The salary range is \$66,000-\$71,000.

Key Responsibilities:

- Specialized support in the development and management of major gift fundraising activities.
- Participates in Foundation's annual planning of measurable goals and fundraising strategies.
- Develops and manages compelling and strategic fundraising materials including custom acknowledgement letters, briefing notes, proposals, stewardship reports and other high-touch correspondence.
- Actively participates in all phases of the Foundation's donor pipeline including identification; qualification through research; cultivation; briefing; and prompt follow up.
- In partnership with Head, Stewardship and Events and Donor Relations and Database Officer, maintains an organized system for donor stewardship and recognition, as well as a plan for growth of patrons' programs.
- Supports the development and execution of Foundation patrons' events.
- Coordinates and effectively engages the team and stakeholders in the identification, cultivation, solicitation and stewardship of patrons.
- Supports the Foundation's effective reporting of key results.
- Support of the Executive Director and Foundation team through development of compelling Cases for Support, donor communiqués, presentation decks and event materials.
- Perform other duties as required.

Key Qualifications

- Relevant post-secondary education with a minimum of three years of fundraising experience (front-line fundraising preferred). A combination of relevant education and experience may be considered.
- Donor relations experience in a cultural institution or equivalent.
- Proficiency in Microsoft Office and CRM databases, preferably Raiser's Edge.
- Exceptional interpersonal skills.



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- Demonstrated ability to think strategically, work proactively, and manage competing priorities in a complex environment.
- Excellent organization, planning and time management skills with exacting attention to detail, ability to prioritize a diverse workload, and able to manage multiple deadlines and demands.
- Superb critical and analytical thinking, decision-making and problem-solving skills.
- A flexible team player able to collaborate in a respectful and creative work environment.
- 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.
- 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.

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.

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

The National Gallery of Canada Foundation offers an excellent compensation and benefits package, which includes Health and Dental Benefits, Optional Savings Account (TFSA or Group RRSP), Optional Critical Illness and Core Life, AD&D and LTD Insurance, with options.

The National Gallery of Canada Foundation values diversity and is committed to fostering an environment of inclusion and excellence. We welcome interest from all qualified individuals, including people of colour, people with disabilities, and people from gender and sexually diverse communities.

We accommodate people with disabilities throughout the recruitment and selection process. Please indicate your need for accommodation in your application.

Please email your resume to Lindsey Thomsen, Head of Stewardship and Events
lthomsen@ngcfoundation.ca