



NATIONAL  
GALLERY  
OF CANADA  
FOUNDATION

FONDATION  
DU MUSÉE  
DES BEAUX-ARTS  
DU CANADA

## **Development Officer**

### **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 **Development Officer** will provide support to the Executive Director by coordinating fundraising activities related to the cultivation, solicitation and stewardship of Foundation donors and patrons. The incumbent will have experience in the development sector, is resourceful with a data-driven work ethic and has superb project management and relationship building skills.

### **MAIN DUTIES**

Specialized support in the development and management of all fundraising activities;

Actively participates in all steps of the Foundation's donor pipeline including identification; qualification through research; cultivation; briefing; and prompt follow up;

In partnership with Head, Stewardship and Donor Relations and Database Officer, maintains an organized system for donor stewardship and recognition;

In partnership with the Executive Director, draft, format and edit a range of donor correspondence including formal solicitation materials, thank you letters, welcome packages and fulsome impact reports;

Coordinates reporting of key results;

Support of the Executive Director and Foundation team to develop compelling Cases for Support, donor communiqués, presentation decks and event materials;

In collaboration with the Executive Director's Executive Assistant, prepares detailed briefing notes in advance of donor meetings and events;

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 take initiative and think strategically, while working 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.



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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 (2 days per week) and in office (3 days a week) 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 for this position is \$60,000 to \$69,000 with a current hiring range of \$60,000 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 to [lthomsen@ngcfoundation.ca](mailto:lthomsen@ngcfoundation.ca) by Friday, November 25, 2022.