



NATIONAL
GALLERY
OF CANADA
FOUNDATION

FONDATEUR
DU MUSÉE
DES BEAUX-ARTS
DU CANADA

About National Gallery of Canada Foundation

The National Gallery of Canada Foundation welcomes visionary philanthropists, art collectors, and corporations from across the country to work with us in support of strategic initiatives at the National Gallery of Canada. In 1997, the National Gallery of Canada Foundation was established as a non-profit registered charity that 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.

About the Role

Reporting to the Director of Development, the **Development Officer, Fundraising Events** is responsible for all activities related to the Foundation's series of cultivation and stewardship events, including *Gala etcetera*, the Foundation's annual fundraising gala.

What You Will Be Doing

- Develop and execute the Foundation's annual series of cultivation and stewardship events including the development of themes, guest lists, invitations, event creative and all logistics and scenarios
- Work closely with Foundation leadership to develop and implement an events strategy that aligns with the Foundation's annual priorities
- Create and manage all aspects of event budgets, timelines, and checklists, ensuring that deadlines and deliverables are met
- Develop compelling proposals, presentation decks and other event related materials
- In collaboration with the Manager, Executive Office, prepare detailed briefing notes in advance of donor meetings and events
- Collaborate with National Gallery of Canada colleagues to ensure the successful execution of relevant internal and partner events related to the Foundation's annual priorities
- Monitor and evaluate the impact of each event and prepare post-event and quarterly reports, highlighting the key outcomes, satisfaction, learnings, and recommendations for future improvement
- Negotiate contracts and fees with vendors, venues, speakers, sponsors, and other partners
- Play an active role in annual and quarterly planning, as well as monthly reporting.
- Perform other duties as required

What You Will Need

- College diploma in marketing, event management, fundraising, or communications, or an equivalent combination of education, training and experience
- A minimum of 3 years of progressive work experience in a related environment
- Project and/or event management experience in a charitable and/or cultural institution
- Proficiency in Microsoft Office, event management software and CRM databases, preferably Raiser's Edge

What We Will Provide

- A competitive salary between **\$63,225 to \$70,250 per year**
- Benefit Plan, including Health and Dental Benefits, Optional Savings Account, Optional Critical Illness and Core Life, AD&D and LTD Insurance, with options
- Paid Sick Time, Four Weeks Paid Vacation and Personal Leave

Working Conditions

- This is a Permanent, Full-Time position commencing as soon as possible
- The Foundation operates 4 days a week in the office and one day a week from home
- The incumbent is required to live and work in Ottawa, Canada
- Available to work Monday-Friday, 7.5 hours a week anytime between 8:00am to 5pm. Schedules may change based on operational/event needs



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Application Information:

If this opportunity to work with an exciting, growing, national non-profit appeals to you, [please apply with your cover letter and resume. Additional information on this role can be found in the full job description.](#)

This posting will remain open until **end of day February 10th, 2025.**

We look forward to hearing from and connecting with you!

If you require accommodation in the recruitment process or have questions, please let us know by contacting us at robert@engagedhr.com