



SOUTHERN ALBERTA ART GALLERY
MAANSIKSIIKAITSITAPIITSINIKSSIN

Employment Opportunity: Development Coordinator

Term: permanent position, negotiable hours up to 35 hours/week

Salary: \$24–\$27/hour commensurate with experience

Vacation and benefits: health benefits available if working 20+ hours/week; 2 weeks equivalent paid time off

Deadline: applications will be accepted until a suitable candidate is found.

The **Southern Alberta Art Gallery Maansiksikaitsitapiitsinikssin** is searching for an engaged and passionate team member for the position of Development Coordinator. Reporting to the Engagement Manager and collaborating with the Gallery team, the Development Coordinator is an integral role responsible for prospecting, cultivating, and stewarding the Gallery's fundraising initiatives. This includes membership, donorship, and sponsorship programs, grant applications, and special fundraising events. The Development Coordinator supports the creation and is responsible for the implementation of the annual fund development plan that raises funds for the Gallery's operations and mission. This plan includes, but is not limited to, membership; individual and corporate giving; grants and foundation giving; gift stewardship and recognition, and fundraising/special events. The Development Coordinator fosters and leverages strategic professional relationships throughout southern Alberta to engage and maintain donors, sponsors, and supporters.

KEY RESPONSIBILITIES

MEMBERSHIP, DONOR, AND SPONSOR RELATIONS

- Works with the Engagement Manager and Executive Director to plan, develop, implement, monitor, analyze, report on, and evaluate a robust member, donor, and sponsor program;
- Develops a stewardship plan that encourages visitors to become members, donors and/or sponsors;
- Ensures detailed member, donor, and sponsor records are kept and compiled on an ongoing basis to ensure the files remain functional and up to date;
- Researches and develops lists/leads of prospective donors and sponsors and solicits accordingly;
- Works with the Engagement Manager to prepare proposals, cases for support, and other giving-related materials;
- Prepares and monitors all individual giving, corporate giving, and sponsorship agreements and ensures that all commitments are met by both the Gallery and the donor or sponsor; and
- Works with the Bookkeeper to ensure all donation and sponsorship-related income tax receipts are accurately prepared, recorded, and forwarded to donors in a timely fashion.

SPECIAL FUNDRAISING EVENTS

- Supports the development, and leads the implementation and evaluation of fundraising events including but not limited to *Art Auction*, *SAAG Social*, etc.;
- Along with the Engagement Manager, develops and monitors fund development budgets;

- Works with the Engagement Manager and Designer to prepare and disseminate event-specific correspondence; and
- Serves on committees as required and assists in recruiting appropriate committee members from the community when requested.

GRANTS AND FOUNDATION GIVING

- Assists the Executive Director in the identification, completion, and evaluation of operational, project, and capital/infrastructure grant opportunities from public and private sectors; and
- Assists the Executive Director to prepare reports to granting bodies.

SPECIFIC SKILLS & REQUIREMENTS

- Exceptional communication skills, both written and verbal;
- Experience with fund development, including grant writing, donor and sponsor relations, membership programs, and event-based fundraising;
- Meticulous attention to detail;
- Organized, with the ability to prioritize;
- Ability to execute quickly and effectively;
- Excellent critical thinking and problem-solving skills; and
- Demonstrated ability to develop and communicate new initiatives.

Occasional shifts outside of the position's typical work schedule, including evenings and weekends, will be required throughout the year for exhibition openings, fundraisers, and other events.

How to apply:

Please submit a letter of interest outlining your qualifications to applications@saag.ca. Applicants may supplement this letter with a CV/resume if preferred. Contact information for three professional references who worked with the candidate in a supervisory capacity will be required if you are selected for an interview.

The Gallery is committed to continually working towards more equitable systems and practices. We welcome applications from candidates who identify as Indigenous, Black, racialized, LGBTQ2S+, d/Deaf and disabled, and from historically disadvantaged backgrounds. If you have any questions, feedback, or require support or accommodations for this application process, please contact Su Ying Strang, Executive Director, at 403.327.8770 x 26 or systrang@saag.ca

About us:

The Southern Alberta Art Gallery Maansiksikaitsitapiitsinikssin is a leading contemporary public art gallery in Lethbridge, AB on Treaty 7 territory. We honour and acknowledge the Siksikaitsitapii, or Blackfoot Confederacy, who have resided and cared for these lands since time immemorial. We recognize that these lands are also home to the Métis Nation of Alberta, Region III and many other Indigenous peoples.