



Job Posting

Development & Membership Lead

Full Time

Salary: \$45,000 per annum

Application deadline: November 22, 2020

Interviews: Week of November 30, 2020

Start date: January 4, 2021

About the RMG

The Robert McLaughlin Gallery (The RMG) is seeking a creative, collaborative, and detail-oriented Development & Membership Lead to join our hardworking and passionately dedicated team. At the RMG we believe artists are the essential navigators of our complex times and we work to mobilize our communities around inclusivity, equity, and cultural exchange.

Job description

The Development & Membership Lead is a community centered role for a dynamic self-starter who embodies the passion, curiosity, and creativity of The Robert McLaughlin Gallery (RMG). It is a multi-faceted position responsible for leading on all fundraising activities including individual giving, membership, corporate sponsorship, major gifts, foundations, and fundraising events. The Development & Membership Lead works collaboratively with Curatorial and Learning & Engagement teams to understand programming and identify existing initiatives and upcoming projects for funding and additional sponsorship. They also work closely with the Communications & Digital Media Lead to strengthen and expand digital fundraising and developing collateral to support fundraising activities.

The Development & Membership Lead contributes towards an inclusive, learning organizational culture placing particular emphasis on collaboration, communication, and empathy. They contribute to fostering an equitable environment that values and encourages each person's potential.

The Development & Membership Lead reports to the CEO. They collaborate regularly with other departments and team members.

Responsibilities

Development

- Work collaboratively with CEO to develop and implement an annual fundraising plan including corporate sponsorship, digital fundraising, monthly giving, legacy giving, and major gifts, including from foundations and individuals
- Research and identify prospective donors and funding organizations to build a pipeline of mid-level and major donors
- Create, maintain, and manage donors and prospects history and giving habits through Micharity
- Performs administrative work related to the donor cycle including drafting solicitations, entering gifts in Micharity, ensuring tax receipts produced, and writing thank you letters
- Develop cases for support, including design of proposals, for operations, exhibitions, programs, and other special initiatives
- Identify and apply for funding opportunities that align with strategic and organizational goals
- Coordinate donor stewardship using creativity to surprise and delight donors to ensure exceptional donor relations, including recognition and other appropriate strategies to ensure donor satisfaction and retention
- Build enduring, meaningful relationships with stakeholders, operating funders, and individual donors through personalized communication
- Monitor and report progress towards fundraising goals and stewardship, and adjust strategy as necessary to realize objectives
- Respect all confidentiality, principles, and practice of the protection of personal information of patrons and donors
- Work collaboratively the Fundraising Committee and Board of Directors to engage support for fundraising
- Maintain up-to-date knowledge of CRA policies and guidelines and fundraising trends

Membership

- Coordinate membership program, including communications, processing, acquisition, and retention, with assistance from Visitor Engagement Assistants
- Create opportunities to build membership base through engagement opportunities
- Coordinate membership events including annual members event and members tours
- Steward and engage with members on an ongoing basis
- Build philanthropic membership levels and benefits program
- Monitor Micharity database, inputs data, and pulls reports

Events

- Work strategically to integrate stewardship opportunities and offerings into public programming
- Coordinate fundraising and stewardship events (annual fundraising event currently under review)

Qualifications

- Interest in the visual arts, community engagement, and eager to learn about The RMG
- Be friendly, outgoing, and enthused to interact with supporters
- Be accountable and reliable
- Ability to remain calm, work in a fast paced environment, and interface effectively with visitors in both conveying information and listening to their questions/complaints
- Be open to multiple points of view and avenues for problem solving
- Takes initiative regularly when you see things that need attention
- Excellent interpersonal skills, including the ability to communicate clearly, lead, and show tact and diplomacy when necessary
- Adept at forward planning and setting personal performance goals
- Strong administrative, organizational, and project management skills
- Entrepreneurial and business skills
- A deep personal commitment to working together with and building community
- Ability to tell compelling stories to build affinity for the RMG
- Ability to prioritize workloads and excellent time management skills
- Ability to follow procedures and have acute attention to detail, committed toward working to high standards, and ability to introduce improvement where a need has been identified
- At times, must be able to work a flexible schedule to include weekends, holidays and special events
- 2 – 5 years' experience with some or all of these responsibilities
- Experience with event coordination, membership programs, and fundraising
- Experience in another cultural organization or related attraction strongly preferred
- Experience working with Micharity or other CRM/donor management software an asset
- Proficient in Microsoft Office and information technology tools
- Experience with digital media tools including project management platforms (Asana preferred), design tools (Canva preferred), and social media savvy

Preferred and required after commencing position:

- Smart Serve certificate
- Police Vulnerable Sector Check

Working Conditions

- After hours work may be required for events or committee meetings
- Currently, the ability to work from home
- Onsite, working in an open-office environment

The Robert McLaughlin Gallery is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Should you require accommodation during the interview process, please let us know and we will work you to meet your needs.

To apply please forward your cover letter and resume to communications@rmg.on.ca in a single PDF document. Please note that we will only reply to candidates selected for consideration and interview. Thank you for your interest in joining us at the RMG!