



## DIRECTOR OF DEVELOPMENT

### Situation

The Museum of Vancouver (MOV) is seeking a fundraising professional to join the Museum's senior leadership team as Director of Development. This position will play a key role in expanding the Museum's fundraising efforts, with a particular emphasis on increasing individual and major gifts.

One of Canada's most award winning museums, MOV strives to push the boundaries of the role of museums in society. We exist to connect people with Vancouver, **people with ideas**, and people with each other; provoke vibrant **debate** on contemporary Vancouver issues; deliver an outstanding **museum experience** through innovative, world-class exhibitions and engaging, multidisciplinary programs; explore the continuous **transformation of the City** in provocative, participatory, and innovative ways; and build a powerful and relevant **collection of Vancouver-focused objects**, photography, multimedia, and more.

MOV has an annual operating budget of \$2.2 million. An independent, not-for-profit, charitable organization, the Museum is governed by Board of Directors that is elected by its membership. The organization manages a collection of over 70,000 artefacts (the collection) for the City of Vancouver. The Museum is also housed in a City of Vancouver owned building and operational support is provided through the provision of maintenance, operational and security support as well as an annual operating grant.

### Job Summary

The Director of Development, reporting to the CEO, works with the Board of Directors, other members of the Museum's senior leadership team and the community to design, direct and manage all fundraising strategies in support of the Museum's goals. We are seeking an experienced Director of Development with proven abilities in raising funds, preferably in the arts and culture sector. This is a position of senior management responsibility and leadership that includes supervision, co-ordination, evaluation and reporting for development staff.

The Director sets the vision and direction for development initiatives determining the objectives and strategies for the department, identifying the necessary resources (human and financial) and managing the work of staff including planning, evaluation, hiring, supervision and discipline (when warranted) in a unionized environment. The Director has the responsibility for authorizing expenditures on behalf of the institution and for representing the MOV in the administration of the Collective Agreement and may act on behalf of the CEO, as required and when requested.

The Director is a fully involved and active member of the Senior Leadership Team, which implements policy and develops procedures for the entire organization, and participates in the development of annual and long-term business plans and budgets, strategic planning and day

to day management, leadership and monitoring of business activities. The Director of Development provides management support to Standing Committee(s) of the Board of Directors, as required.

## **PRIMARY ACCOUNTABILITIES**

### **SPECIFIC TO DEPARTMENT**

- Collaborate with the Board of Directors and the CEO to create a fund development plan which increases revenues to support the strategic direction of the organization.
- Implement the plan and coordinate all fundraising activities including but not limited to individual and corporate donations, major gifts, direct mail, sponsorships, foundations, grants, planned giving, business development and special events utilizing members of the Board of Directors and its Development Committee to meet MOV's the annual operating needs.
- Identify, cultivate and maintain relationships with existing and potential funding sources.
- Plan and coordinate special project fundraising including capital improvement, renovation campaigns and other one-time project campaigns as directed by the CEO and/or Board of Directors.
- Create and implement a donor recognition program.
- Foster an understanding of philanthropy within the organization.
- Actively participate in business, civic and community organizations.
- In consultation with the CEO and/or Director of Operations, recruit, select and manage fund development staff.
- Engage volunteers for special fund development projects as required.
- Monitor and evaluate all fundraising activities to ensure goals are met.

## **QUALIFICATIONS AND COMPETENCIES**

### **SPECIFIC TO POSITION**

- At least seven years successful fundraising experience in a non-profit setting; experience working with museums, cultural or educational institutions would be an advantage.
- Demonstrated experience managing annual and capital campaigns concurrently and experience with planned giving programs.
- Knowledge of special events planning and management.
- A thorough understanding of the non-profit sector and regulations governing charitable giving.
- Post-secondary degree in a related field.
- Certified Fund Raising Executive (CFRE/ACFRE) designation and membership in Association of Fundraising Professional BC are desirable.
- Membership in IABC (International Association of Business Communicators) and IABC accreditation are desirable

Location: Vancouver  
Closing Date: 4pm April 2<sup>nd</sup>, 2015

Submit application via email to: [gfruno@museumofvancouver.ca](mailto:gfruno@museumofvancouver.ca)