



FUND DEVELOPMENT ADMINISTRATOR – CONTRACT TO ASSIST WITH FUND DEVELOPMENT FOR THE NORTH VANCOUVER MUSEUM AND ARCHIVES

Position title: Fund Development Administrator (Contracted fundraiser)

Job category: Fundraising/Giving

Position type: Contract – Part-time, Term

Location: Home-office based (Ideally North Vancouver)

Career level: Experienced (non-manager)

Reports to: North Vancouver Museum & Archives staff

The Organization: The North Vancouver Museum and Archives preserves historically valuable community records and artifacts; it makes them meaningful and accessible to the public by organizing exhibitions, delivering educational programs, caring for collections, and providing access to archival information.

The Friends of the North Vancouver Museum & Archives Society is a registered charity and membership organization which helps to develop and maintain awareness of North Vancouver's community history, while supporting and raising funds for the North Vancouver Museum & Archives, their programs, exhibits and other activities.

The Opportunity: With construction underway for a new, state-of-the-art community museum in the vibrant Lower Lonsdale area of North Vancouver, the Society is undertaking a capital campaign of \$2.25 million to enhance and equip the museum's galleries, exhibits and programs. The new museum is slated to open in September, 2019.

Working with dynamic and experienced Capital Campaign Cabinet volunteers and NVMA staff members, the Fund Development Administrator will be responsible for the day-to-day administrative functioning of the campaign.

Major duties/Responsibilities:

- Research potential donors by creating donor profiles for fund raising volunteers
- Work with NVMA staff and volunteers in preparing promotional and presentation materials
- Liaise and collaborate with staff and volunteers on-site at the NVMA administrative offices and attend Campaign Cabinet meetings
- Provide staff support for campaign volunteers
- Input campaign data into fund development software
- Work closely with the campaign chair and campaign cabinet volunteers
- Maintain campaign records

Requirements/Qualifications:

- Minimum 3-5 years of Fund Development experience
- Proven track record of prospecting and obtaining Major Gifts, Cause Related Marketing Partnerships and Point-Of-Sale Campaigns
- Experience working with volunteer fund raisers
- Excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor and a positive attitude

Posted: February 6, 2018

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Requirements/Qualifications (continued):

- Extremely well organized, flexible and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines
- A self-starter with an entrepreneurial attitude
- High level of ownership, accountability and initiative
- Proficient computer skills and the ability to work with eTapestry Software (or similar CRM software), MS Outlook, Word and Excel

Term/Compensation:

The contract will be for a 4-month period, with the option to extend.

Compensation: \$10,000 (based on deliverables; milestone payment schedule)

Application information

- Please apply no later than February 15, 2018.
- Include a resume and cover letter stating your interest in and qualifications for this contract.
- Applications should be submitted to: nvmac@dnv.org with the words "Fund Development Administrator" in the subject line.

North Vancouver Museum & Archives Commission

Office: 3203 Institute Road, North Vancouver, BC V7K 3E5

Online: www.nvma.ca E-mail: nvmac@dnv.org

Telephone: 604.990.3700