

March 27, 2019

Job Description: Fund Development Assistant

Internship Term: June 28, 2019 – December 20, 2019

Position Summary

The Regional District of the North Okanagan held a successful referendum on October 20, 2018, for the construction of a new purpose-built facility for the Vernon Public Art Gallery and other cultural groups. The VPAG is now embarking on a Capital Campaign to raise funds for the project. The Fund Development Assistant will assist with the Capital Campaign by researching and implementing successful campaign strategies. They will work with the Fundraising Committee, the Board of Directors, gallery members, and the community to foster interest and support for the new facility and the Capital Campaign. The Fund Development Assistant will also work with targets set in the 2019-2021 Fund Development Plan to create viable operational campaign strategies, and create new funding opportunities. The successful applicant will be able to develop a variety of professional skills as well as be introduced to a number of roles available in the arts and culture sector and the non-profit sector.

Description of Tasks

- Become familiar with the 2019-2021 Fund Development Plan
- Participate in training on E-tapestry
- Manage records in E-tapestry and implement campaigns through this source
- Provide regular reporting to the Executive Director on operational funding targets
- Collaborate with gallery staff, project stakeholders, and community supporters to assist in the development and delivery of the Capital Campaign
- Research and compile strategies and best practices for the Capital Campaign
- Create campaign messaging for marketing materials
- Identify a variety of new opportunities for funding
- Include and implement Capital Campaign opportunities at major summer events (VPAG annual fundraiser, VPAG annual arts showcase, exhibition openings, community festivals, etc...)
- Periodically evaluate the Fund Development Plan and, under the supervision of the Executive Director, make adjustments for campaign needs and performance
- Coordinate Capital Campaign efforts with the Greater Vernon Museum and Archives and appropriate community groups.
- Reception duties as required cash handling, recording statistics, welcoming and directing visitors, directing phone calls, and other related duties
- Completing periodic progress reports
- Attending supervisory meetings with the Executive Director
- Additional tasks as directed by the Executive Director

Qualifications

- Must be a recent graduate preferably with experience or coursework in museum/heritage studies, business, or marketing
- Some post-secondary coursework in the following areas: business, marketing, fine arts, communications, administration, or museum/heritage studies
- Excellent communication skills, both written and verbal
- Able to work in a team-oriented environment and on independent projects
- Excellent time management and organizational skills
- Research Skills



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- Proficient in the use of computers, Microsoft Office Suite, point-of-sale systems, internet applications, and donor platforms (especially Blackbaud E-Tapestry) are considered assets
- Experience working with the public, knowledge of art and culture sectors, and experience fundraising are considered assets

Being a cultural facility, the Vernon Public Art Gallery welcome participation from the Government of Canada's job equity groups. The proposed position has flexibility to accommodate such individuals.

To ensure YCW eligibility, all participants must register online with YCW. Positions subject to grant approval.

Application Deadline is April 30, 2019.

Please submit resume and cover letter to:

Dauna Kennedy, Executive Director
dauna@vernonpublicartgallery.com

Or

Attn: Dauna Kennedy
Vernon Public Art Gallery
3228-31st Ave
Vernon, BC
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No phone calls please. Only candidates selected for an interview will be contacted.