

CAPITAL CAMPAIGN AND FUND DEVELOPMENT INTERN

ABOUT THE VPAG

The Vernon Public Art Gallery is a registered non-profit organization that services the Greater Vernon Area and surrounding communities and is the largest art gallery in the North Okanagan. Located in the heart of downtown Vernon, the gallery serves as a hub for arts and culture in the region.

In October of 2018 funding was approved for the construction of a new purpose-built facility to house the Gallery and other cultural organizations, making this a time of exciting growth and expansion, as well as cementing the Gallery's role as a catalyst for re-energizing the downtown core. The Gallery maintains a collection of 600+ works of historic and contemporary art of both local and national importance. An average of 18 exhibitions are hosted annually with accompanying workshops, educational tours, academic presentations, and community-based discussion panels.

ABOUT THE POSITION

The Regional District of the North Okanagan had a successful referendum on Oct. 20, 2018, for the construction of a new purpose-built facility for the Vernon Public Art Gallery and other cultural groups. VPAG will now be required to embark on a capital campaign.

The VPAG was fortunate to receive YCW funding in 2018 for the development of an operational Fund Development Plan. This intern position will work to implement some of these strategies and reach targets set for 2019/2020.

RESPONSIBILITIES

- Research successful capital campaign strategies and best practices used by similar organizations
- Work with the Fundraising Committee for the new facility providing support for the Capital Campaign
- Work with targets set in the 2019-2021 Fund Development Plan to create a viable operational campaign strategy
- Under the supervision of the Executive Director, revise the Fund Development Plan as required
- Create new funding opportunities
- Work with the Board of Directors, gallery members, and the community at large to foster interest and support of the new Cultural Centre.
- Inform the local community about the Cultural Centre project, including the Capital Campaign, and foster community support (and financial support where appropriate)
- 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
- Research and compile strategies and best practices for the Capital Campaign
- Create key campaign messaging for marketing materials
- 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, and collaborate with gallery staff, project stakeholders, and community supporters to assist in the development and delivery of the Capital Campaign
- Reception duties as required: cash handling, recording statistics, welcoming and directing visitors, directing phone calls, and other related duties
- Completing periodic progress reports
- Attend supervisory meetings with the Executive Director
- Additional tasks as directed by the Executive Director

QUALIFICATIONS

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

POSITION DETAILS

Hours: Full Time, 35 hrs/week. 9:30am – 5:00 pm Monday to Friday.

Additional time during evenings and weekends is required periodically.

The start date for this position is September 3, 2019 and will continue for 26 weeks.

There is a possibility of this becoming an ongoing position subject to funding availability.

Remuneration: 15/hr

The Vernon Public Art Gallery welcomes participation from the Government of Canada's job equity groups.

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

To apply please send CV and resume to Executive Director Dauna Kennedy at

dauna@vernonpublicartgallery.com

Or

Attn Dauna Kennedy
Vernon Public Art Gallery
3228 – 31st Avenue
Vernon, BC
V1T 2H3

Application Deadline: August 27, 2019

The Vernon Public Art Gallery is an equal opportunity employer. Though we greatly appreciate all applications, only those who are selected for an interview will be contacted. The selected candidates will need to provide a minimum of 3 references for their relevant experience.