



The Reach Gallery Museum Abbotsford
Director of Development
Full Time: 35 hrs/wk
Salary Range: \$50,000 - \$55,000

The Reach seeks a driven, strategic people person who is passionate about arts and culture to join our growing organization. The Director of Development raises financial support for, and awareness of, The Reach and all its programs and activities. The Director of Development is responsible for managing all aspects of fundraising and for leading a small staff team in the advancement of The Reach's reputation with community and corporate partners.

The Director of Development is a senior, full-time position reporting directly to the Executive Director. S/he works closely with The Reach's Board of Directors through the Development Committee and participates in the strategic leadership of the organization. In addition to leading fundraising activity, the position oversees two part-time employees in the implementation of public relations and marketing initiatives.

This is a full-time position (35 hours per week). Core work hours are between 10 am- 4 pm Monday to Friday with flexibility to work outside these hours as needed to achieve organizational goals.

Duties & Responsibilities

Fundraising & Development (65%)

- Plan, implement, and manage all fundraising initiatives including: corporate and foundation sponsorships and grants, private donations and sponsorships, annual giving, major gifts and planned giving, special events, capital campaigns and strategic fundraising objectives.
- Assist staff team with grant writing and management.
- Assist the Executive Director and Board of Directors in developing strategic fundraising priorities and establishing and implementing the annual fundraising goals.
- Monitor overall fundraising and campaign-specific budgets.
- Seek out fundraising opportunities through prospect research and partnership development.
- Meet prospective donors and supporters to cultivate relationships and maintain effective communications.
- Coordinate fundraising special events and donor receptions, collaborating with the staff team to realize their success.
- Ensure that funding deliverables are met and exceeded through close internal collaboration with Reach staff and stakeholders.
- Manage fundraising database and tracking systems.
- Manage donor/sponsor reporting and recognition. This includes gathering metrics and stories to share our great work with stakeholders and developing new and innovative ways of recognizing sponsors to ensure that they have a rewarding giving experience.
- Provide updates and impact reports for campaigns and overall fundraising activity.
- Ensure financial compliance for all fundraising activity.

Public Relations (35%)

- Work with internal collaborators, and external contractors as needed, to develop and implement a marketing and communications strategy across all platforms for the organization.

- Oversee the work of the two part time staff responsible for the production, distribution and use of marketing materials (newsletters, publications, sponsorship, press materials, web and social media presence).
- Identify positive visibility opportunities to promote the public image of the organization.
- Build and maintain relationships with media stakeholders and influencers.
- Coordinate and facilitate media interaction and manage media distribution lists for local, regional, and national media.
- Actively participate in community, social, sponsor, and networking events on behalf of The Reach to build new relationships and maintain existing ones.
- Compile, compose, and edit copy for marketing and public relations materials.

Qualifications

- Undergraduate degree or equivalent experience in Marketing, Communications, Development. Advanced degree or professional certification in relevant area such as Fundraising or Public Relations preferred (e.g. CFRE certification).
- Minimum of 5 years of professional experience with management responsibility in activities related to development (e.g. fundraising, special events, brand management). Non-profit experience strongly preferred.
- Outstanding interpersonal skills, organization, attention to detail, and the ability to work successfully in a team.
- Comfort with balancing competing priorities and managing multiple deadlines.
- Proven ability to identify resource development opportunities and build successful relationships with donors, sponsors, and funding agencies.
- Proficiency in Microsoft Office applications and fundraising software (e.g. Giftworks).
- Ability and willingness to work non-traditional hours including occasional weeknights and weekends as necessary.
- Enthusiasm for The Reach's mission and vision and a deep appreciation for the value of culture to the development of a healthy society.

Compensation

The compensation package includes extended medical and dental coverage, paid vacation, and the ability to contribute to a matched RSP program.

To Apply

Please submit cover letter and résumé electronically by 5pm on Friday May 24, 2019 to:

Laura Schneider
 Executive Director
lschneider@thereach.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.