

# rRemai mModern

**Job Title: Development Manager**

Division: Advancement

Term: 1 Permanent Full-Time position available

Closing Date: May 3, 2026

Labour Group: ESA 292

Posting Number: 26 - 04 - (292)

Posting link: <https://remaimodern.org/development-manager/>

**POSITION SUMMARY**

This position is responsible for leading the Development team and works with museum leadership to execute the annual development plan which meets the ongoing strategic, operational, and capital needs of the museum.

**SCOPE AND MAJOR RESPONSIBILITIES:**

1. Manages assigned staff, hires, assigns work schedules, plans for future workforce needs and supports divisional strategic business planning and annual budgets. Plans, organizes, directs, monitors, and evaluates the work of staff and disciplinary action when required.
2. Identifies, cultivates, solicits, secures, and stewards major and planned gifts to meet annual targets.
3. Leads a comprehensive stewardship strategy to identify, engage, inspire and secure annual and multi-year donors and sponsors, locally, nationally, and internationally.
4. Maintains a portfolio of prospective donors and sponsors to provide annual or multi-year gifts and sponsorships.
5. Develops and manages member and donor programs, creates and implements strategies to secure members and upgrade donors and sponsors including fundraising and donor recognition events.
6. Supports the development and coordination of grant applications and reporting to government agencies and foundations related to the development plan and campaign targets.
7. Ensures development print and electronic collateral materials are consistent with the corporate brand and produced in a timely manner.
8. Recruits, manages, and coordinates resources for the execution of the development plan.
9. Supports the work of the Remai Modern Foundation.
10. Implements and delivers other fundraising strategies.
11. Supports and promotes the health and safety of employees in accordance with the *Saskatchewan Employment Act*, *Saskatchewan Health Regulations and Standards*, *Occupational Health & Safety Regulations* and Remai Modern administrative Occupational Health & Safety policies and departmental procedures. Maintains and monitors programs which impact employees and public health and safety.
12. Performs other related duties as assigned.

**REPORTING RELATIONSHIP:**

Reports to the Director of Advancement

**QUALIFICATIONS:**

- Degree in a related field (e.g., communications, business, nonprofit management) or a combination of education and equivalent experience.

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- Certified Fund-Raising Executive (CFRE) designation would be considered an asset.
- Four to six years progressively responsible experience in developing, implementing and managing fundraising programs including supervision of staff. Experience in a gallery or museum is considered an asset.
- Supervision & Safety: Level 3 WorkSafe Saskatchewan (training to be provided)
- Knowledge of public sector, non-profit organizational operations, and related governmental relationships.
- Demonstrated commitment to equity and inclusion. Responsive to the needs of diverse communities, including the ability and experience to identify and understand intersecting issues related to gender, age, sexual orientation, disability, race/ethnicity, immigration status, religion, Indigenous heritage, and gender identity.
- Demonstrated ability to build and foster effective relationships.
- Demonstrated ability to communicate effectively, verbally and in writing.
- Ability to direct and support staff in achieving identified results.
- Ability to work with highly confidential and sensitive information, exercising sound judgement to make decisions in complex and confidential situations, behaving at all times with tact, integrity and diplomacy.
- Demonstrated organizational and planning skills.
- Demonstrated skill in the use of a computer with Microsoft Office, and fundraising software.

**WEEKLY HOURS: 40 hours per week - evening and weekend work may be required**

**SALARY RANGE: \$91,592.64 to \$107,622.00per annum (2026 Rates)**

## **Diversity, Equity and Inclusion**

Remai Modern offers an inclusive workplace that embraces diverse backgrounds and commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of an Institution Rooted in Place, for all residents.

## **Accommodation**

Remai Modern strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email [recruitment@remainmodern.org](mailto:recruitment@remainmodern.org)

## **How to Apply:**

Please ensure you direct your application to the correct email address as indicated below.

## **Current City of Saskatoon employee**

- 1) Click in the job description to download a fillable form to self-declare as a current City of Saskatoon employee.
- 2) Ensure you attach the form identified in step 1, resume and any other supporting documents to your email application.
- 3) Include the job title you are applying for in the subject line of your email.
- 4) City of Saskatoon employees must send their applications to [internalrecruitment@remainmodern.org](mailto:internalrecruitment@remainmodern.org).

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## **Non-City employees**

If you are not currently employed the City of Saskatoon:

- 1) Click in the job description to download a fillable form.
- 2) Ensure you attach the form identified in step 1, resume and any other supporting documents to your email application.
- 3) Include the job title you are applying for in the subject line of your email.
- 4) Email your application to [recruitment@remainmodern.org](mailto:recruitment@remainmodern.org).