



DIRECTOR OF DEVELOPMENT

POSITION SUMMARY

The Director of Development designs and executes a fundraising strategy that supports Nutrien Wonderhub's operations and capital initiatives. This position is a key member of our leadership team, participating in major decisions across the organization and serving as a thought partner to the CEO in all areas of stakeholder relations. As the lead fundraiser for all contributed revenue efforts, the Director of Development will drive revenue through individual giving, foundations, corporate sponsorships and grants. This position leads and supports one team member (Community Experience Coordinator). The Director of Development will be a high-profile leader within the organization, and across the broader community. They will also work closely with the Donor and Stakeholder Engagement Committee.

KEY AREAS OF RESPONSIBILITY

1. Leadership

- Serves as a high-profile leader within the organization, performing all duties and responsibilities in a manner consistent with the museum's mission, vision, and values.
- Helps to set and promote a tone for organizational efficiency and effectiveness.
- Provides strategic and tactical guidance, feedback, and coaching to team members.
- Works with direct reports in the development of annual individual work plans and manages performance against established metrics.
- Promotes an organizational culture that fosters innovation, open communication, teamwork and collaboration.

2. Development

- Develops and maintains an in-depth knowledge of the museum's priorities and needs.
- Prepares and monitors budgets and reports progress against plans to the CEO and Donor and Stakeholder Engagement Committee of the Board of Directors.
- Keeps up to date on best practices and trends related to fundraising, marketing, communications, and children's museums.
- Develops and implements a strategic fundraising plan, aligned with the strategic plan, in support of museum priorities.
- Identifies, creates, and reports on contributed revenue goals for programs, events, and operations, in collaboration with other departments.
- Leads innovative philanthropy efforts with new and existing prospects and donors in the areas of individual giving, foundations, corporate sponsorships, and government support.
- Coordinates and supports the high-level fundraising work of the CEO.
- Strategically manages a portfolio of prospects to secure, sustain, and increase support.
- Consistently uses a donor-centered approach to fundraising, matching donor interests with key fundraising priorities.

- Organizes time efficiently and effectively, with a focus on time spent working directly with donors and prospects.
- Ensures prospect information and activity is tracked and accurately recorded in the customer relationship management (CRM) system in a timely manner.
- Maintains productive relationships with existing supporters through active stewardship.
- Collaborates with the finance department on tax receipting requirements, ensuring compliance with CRA guidelines.

3. Other

- Performs other related duties as assigned.

QUALIFICATIONS & SKILLS

- A post-secondary degree in a related field. A Certified Fundraising Executive (CFRE) designation would be an asset, but is not essential.
- Five to seven years' of progressively responsible experience in developing, implementing, and managing fundraising programs. Experience working in the arts, museum, or education sectors would be an asset, but is not essential.
- Knowledge of fundraising systems and processes, including customer relationship management (CRM) software.
- Excellent communication (both written and verbal).
- Public speaking, presentation, and negotiation skills.
- Proven analytical and problem-solving skills with an ability to compile and interpret data and make strategic, data-driven decisions.
- Clear understanding of, and strict adherence to, ethical fundraising standards.
- Sound knowledge of laws, practices, and philosophy of charitable giving.
- Able to collaborate with all internal teams, helping to build a culture focused on delivering value to our visitors and stakeholders.
- Organized, self-motivated, and detail oriented.
- Willingness to continually learn and adapt to challenges and differing perspectives.
- Interest in childhood education and development, and the role of museums in communities.
- Commitment to inclusion, diversity, and equity.

OTHER CONSIDERATIONS

- Current Criminal Record Check required upon offer of employment.
- This position requires travel within Saskatoon; a valid driver's license as well as access to a vehicle is essential.
- Must be available during non-regular business hours, such as evenings and/or weekends, to attend meetings and events, on an occasional basis.

REPORTING

This position will report to our Chief Executive Officer, Leah Brodie. Leah joined Wonderhub in January 2023, and brings 15 years of non-profit leadership and development experience within the arts and education sectors. This is an exciting time to join the organization, as we are preparing for our next phase of growth and organizational development.

COMPENSATION

- Salary Range: \$75,000 - \$95,000 (target mid-point of \$85,000), depending on experience

- Three weeks' vacation
- Group benefit plan
- Group retirement savings plan
- Professional development opportunities

LOCATION

This full-time (40 hours/week) role will primarily be in-person, with some flexibility to work remotely from time to time. Nutrien Wonderhub is located at 950 Spadina Crescent East, Saskatoon, SK. Some travel is required occasionally, primarily within Saskatoon.

WHO WE ARE

Our mission is to bring children and families together to create, learn, play, and explore without boundaries.

Our vision is to expand possibilities for children; building a brighter future for our community.

We are a world-class children's museum. In June 2019, we opened our doors at our new home in the historic Mendel Building, located on the banks of the South Saskatchewan River. Since opening we have brought thousands of visitors together in a rich educational environment that fosters learning through experiences rooted in play.

Our interactive exhibits and engaging programs provide creative and educational experiences for children and families. A walk through the museum reveals a flowing space that is comfortable, exciting, and welcoming of all people. From the ethereal northern lights that grace the heights of the facility's main gallery to the fan-favourite, whimsical fiber-art climbing structure, you'll discover nooks for high-energy activity and crannies for quiet, thoughtful creation and play. Our exhibits provide endless opportunities to explore the wonderful ways science, technology, engineering, art, and math interact. The museum draws visitors from across the province, and beyond, and is integral to the cultural fabric of Saskatchewan.

We are Saskatchewan's only children's museum and in 2022-23 we anticipate more than 100,000 visits. As a non-profit organization, we rely on daily admissions, memberships, programming fees, and vital community support to fund our programs and operations.

For more information about Nutrien Wonderhub, please visit: www.wonderhub.ca.

FOR MORE INFORMATION ABOUT THIS ROLE, PLEASE CONTACT:

Leah Brodie, Chief Executive Officer

306-249-3574 ext. 233

leah@wonderhub.ca

TO APPLY, PLEASE SUBMIT A COVER LETTER AND RESUME TO:

careers@wonderhub.ca

Nutrien Wonderhub offers an inclusive workplace that embraces diverse backgrounds and commits to diversity, equity, and inclusion.

This posting will remain open until the position is filled. Interested applicants are encouraged to apply as soon as possible. We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.