

Advancement Officer, Corporate Advancement

Company: Canadian Museum of Nature

Date Posted: June 8, 2018



Are you looking for an opportunity to meet new people from a wide variety of industries and professions across Canada? Do you like learning new things about science and nature every day? Do you have a sense of humour and are not afraid to roll up your sleeves and get involved?

If this sounds like you, there is an exciting opportunity to join Canada's national natural sciences and history museum. The Canadian Museum of Nature is seeking an individual to cultivate new corporate partners and steward current sponsors of the Museum's public programs, events and, special exhibitions.

Advancement Officer, Corporate Advancement

ME-04

\$54,477 to \$66,213 per year

Permanent full-time position

Work location is in the National Capital Region

DUTIES: The candidate will be responsible for:

- Actively managing the cultivation cycle through research, identification, cultivation, and solicitation of new sources of funding investments between \$10,000 and \$100,000 for Museum exhibitions, programs and events;
- Stewarding existing sponsor and partner organisations by working with Museum colleagues to execute stewardship activity, sponsor recognition and brand activations;
- Supporting the Head, Corporate Advancement with management of the cultivation cycle, particularly stewardship activity;
- Raising \$240,000 in corporate donations and cash sponsorships;
- Promote the Museum's mandate.

WORKING CONDITIONS: The job will require that the successful candidate work some evenings and weekends. Driver's license and access to a vehicle is mandatory as there is a requirement to travel locally to meetings related to the portfolio of the position. Out of town travel is also a requirement of the position.

OPEN TO: The general public and employees of the Canadian Museum of Nature who meets the following qualifications.

EDUCATION: Completion of post-secondary education in a related field (social sciences, business administration, etc.) or equivalent education and training.

LANGUAGE REQUIREMENTS:

English and French are essential

Bilingual non-imperative: BBB/BBB

(A non-imperative appointment means that the position can be staffed with a person who makes the commitment to become bilingual within a specified timeframe through language training at the CMN's expense).

EXPERIENCE:

- 3- 5 years' experience working in a philanthropic advancement, sponsorship or marketing environment;
- Experience in researching sources of information in both traditional (print) and on-line (internet, on-line databases and search engines);
- Experience in managing the entire cultivation cycle: identifying, cultivating, soliciting and stewarding corporate donations and/or sponsorships over \$10,000;
- Experience in creating and implementing sponsorship activations and/or stewardship of corporations;
- Experience in providing high quality customer service to both internal and external clients;
- Experience working in the cultural not-for-profit sector.

SEND YOUR APPLICATION BY E-MAIL TO:

Email : competition@mus-nature.ca

State competition **NO.2090-CMN-18-OC-025**. Statement of qualifications available by contacting the above e-mail address.

NOTE

All candidates must submit a cover letter outlining how their experience and training meet the basic requirements listed above.

Please note that only candidates who are selected for the next stage of the selection process will be contacted. As a result of this competition, we may establish an eligibility list of potential candidates that may serve to staff similar positions.

The Canadian Museum of Nature is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, please advise the Human Resources Advisor in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

The Museum supports employment equity.

CLOSING DATE: June 28, 2018