

Glenbow

Job Title: Director of Development

Job Family: Development

Salary Grade: OOS

General Accountability

Reporting to the Vice President, Advancement, the Director of Development is accountable for the creation and implementation of a strategic fundraising program including annual appeals, major and principal giving, corporate and individual giving and planned giving.

Glenbow seeks to undertake a transformational fundraising campaign that will significantly impact the museum's physical space and programming. The Director will play a critical role in the campaign effort through increasing the pipeline of major donor prospects, identifying gift opportunities and securing and stewarding major and principal gifts.

Key accountabilities for the Director include ensuring internal and external stakeholders are appropriately involved and consulted in establishing annual fundraising targets, developing strategic plans, and the formation of business processes to support the needs of development. This position manages the strategic objectives of direct reports, including annual goal setting and regular performance reviews and also engages volunteers in the fundraising efforts of the team. The position will ensure compliance with all relevant policies and procedures.

Position Responsibilities

The Director's primary purpose is to secure major and principal gifts to advance Glenbow's aspiration to become one of the most impressive museum programs in Canada. Specific responsibilities include:

- Develop and implement plans and strategies to enhance the development program and to generate consistent and significant increases to the funds generated
- Implement a comprehensive fundraising plan that incorporates annual giving, major and principal gifts, specialized campaigns and planned giving.
- Develop and implement proposals for strategic fundraising priorities and use in cultivating and soliciting identified project-based prospects
- Build a culture of philanthropy by developing, building and maintaining key relationships with Glenbow team members and departments is essential for this position.
- Create communications materials including customized funding proposals/packages, agreement documents, briefing notes, newsletters, stewardship/sponsor activation reports, presentations and other fund-raising materials as required;
- Provide direction and leadership to direct reports to ensure goals are met on schedule;
- Conduct regular and ad hoc review meetings with direct reporting staff as well as formal annual evaluations. Ensure that all staff within their portfolios are well managed and all HR requirements are met. Ensures own actions and those of staff reflect sensitivity to the needs and interest of the museum and its development objectives.

Qualifications

A University degree is required; preferably in business, arts, communications or other related field with a minimum of 5 years directly related business development or fundraising experience.

- Previous experience working within the non-profit sector; experience in arts and culture is considered an asset.
- Demonstrated experience in successful major gift solicitation (\$25,000+) is required.
- Proven leadership ability and experience recruiting, training and motivating others
- Excellent communication skills (both verbal and written) and listening skills
- Ability produce compelling development communication tools including cases for support, gift proposals, presentations and collateral materials
- Strong interpersonal skills
- Sound judgment and decision-making capabilities
- Ability to work both independently and collaboratively as required
- Demonstrated ability to manage multiple projects or priorities simultaneously with strong organizational skills
- Ability to combine people and resources in a manner that will achieve objectives within established limits
- Ability to innovate and problem solve
- Demonstrated respect for confidentiality and strong sense of professional ethics