



## JOB DESCRIPTION

**POSITION:** Development Specialist - Individual Giving and Major Gifts

**DEPARTMENT:** Development

**REPORTS TO:** Director, Development & Membership

**POSITION TYPE:** Full- Time contract position (37.5 hours per week) with flexible hours including some evenings and weekends as scheduled for museum events.

### JOB PURPOSE

This position is responsible for all annual appeals and actively seeks out individuals in the community that have the interest and capacity to support THEMUSEUM through a transformational contribution(s). The position grows and maintains the individual giving donor base through strategic acquisition and a strong stewardship campaign.

### PRIMARY DUTES AND RESPONSIBILITIES

Individual Giving Campaigns - With input from the Director of Development chooses focus or theme of campaigns. Writes a comprehensive work back schedule that meets the budget timelines. Writes the donor appeal: letter, key messages, etc. Prepares and orders all accompanying materials: donation form, business return envelopes, etc. Submits design requests for all appeal marketing materials: print, social media, etc. Creates a plan to grow and maintain donor programs.

Prospect Research – Performs prospect research on potential Major Gift donors. Identifies individuals and families that provide support to NFPs , and prepares detailed reports of findings. Prepares action plans. Makes contact with prospects, and cultivates relationships. Records necessary information on prospects.

Major Gifts Relationship Management - Cultivates relationships with prospects and current donors, holds regular meetings with prospects. Provides stewardship, including: sending thank you cards, attending award ceremonies, informing through regular communication, etc. Records all findings, meetings and communications. Brief the CEO and Director of Development on pertinent information and involve them when necessary.

Annual Donor Stewardship - Creates a comprehensive stewardship plan for all annual donors. Oversees all stewardship tasks and ensures that these are completed in a timely manner: tax receipts, thank you letters, invitations, etc. Organizes and executes all stewardship activity as promised to donors, including recognition, contributing to the development of an annual Community Impact Report, and planning an annual Donor Dinner

### SKILLS AND QUALIFICATIONS

Two Year Community College Diploma in Business Administration, with a focus on fundraising, communication, arts management

Certified Fund Raising Executive Designation (CFRE) is an asset  
Diploma/Degree in fundraising is an asset

### EXPERIENCE REQUIRED:

Two years related experience in fundraising, specifically Individual Giving and/or Major Gifts, including:

- Knowledge of fundraising practices and CRA guidelines
- Experience in securing gifts of \$5000 or more from individual donors
- Experience in planning and executing Individual Giving campaigns: direct mail, e-appeals, etc.
- Extensive knowledge in donor stewardship

## **About THEMUSEUM**

THEMUSEUM's vision is to awe, inspire and enlighten and staging permanent and temporary experiences for both children and adults. Located in downtown Kitchener, THEMUSEUM is a charitable organization, unique in its field. THEMUSEUM offers a blend of art and technology at play and provides an opportunity for children and adults to learn in a fun, imaginative, non-traditional, creative environment. We encourage you to visit our website at [www.THEMUSEUM.ca](http://www.THEMUSEUM.ca).

**CLOSING DATE:** Friday January 14, 2018  
**START DATE:** Thursday, February 7, 2018

**Please direct resumes & cover letters to:**  
**THEMUSEUM**  
10 King Street West Kitchener, ON N2G 1A3  
Attention: Andrea Jimenez  
Email: [Andrea.Jimenez@THEMUSEUM.ca](mailto:Andrea.Jimenez@THEMUSEUM.ca)

**We thank all interested applicants; however, THEMUSEUM will contact only those candidates to be interviewed. No phone calls please.**