

## **DEVELOPMENT MANAGER**

As a member of the Whistler Arts Council team and reporting to the Executive Director, the Development Manager develops and executes fundraising plans and achieves annual revenue targets. The Development Manager will build relationships with key stakeholders and coordinate all aspects of fund development. Key responsibilities include researching and cultivating relationships with corporate, foundation, and individual donors and prospective new donors, assisting board of directors with the Patron Program, managing donor database and assisting with any special events related to fundraising.

Must have excellent writing and communications skills; experience with annual budgets; some grant writing and general operating and program support through foundations and corporations.

### **JOB DESCRIPTION:**

- Develop 3-year Development Plan including fundraising, corporate sponsorship and Patron Program
- Solicit, secure and maintain sponsor relationships
- Develop corporate sponsorship proposals, close agreements, manage sponsor recognition
- Work closely with the WAC Development Committee to execute development initiatives and targets as established in the Development Plan, Business Plan and annual budget
- Act as direct liaison to Development Committee and ensure appropriate duties are delegated for fundraising events; manage Development Committee's time and energy
- Solicit in-kind sponsors and donors including the solicitation of in-kind needs for WAC events (accommodation, food and beverage, advertising, production and equipment)
- Identify new government grants for operational, programming and capital projects and assist with application process
- Manage fundraising events, Patron and/or member appreciation events
- Assist Executive Director on grant reporting to major funders including federal and provincial agencies
- Administer the Patron Program (database, recognition, renewal, etc)
- Maintain accurate donor and prospect database information
- Develop media sponsorship relationships with the Executive Director and Marketing Manager
- Ensure that all corporate sponsor agreements are executed (recognition at events, website, print materials, advertising, etc).
- Proof read all print materials for sponsor & donor inclusion
- Ensure on-site recognition of sponsors at WAC events (banners, signage, etc)
- Attend events as WAC liaison to sponsors and donors
- Assist with WAC events as one of WAC's key/senior staff on-site
- Attend staff meetings

### **QUALIFICATIONS:**

- Have a minimum of three to five years professional experience in fund development and special events, preferably in the not-for-profit sector
- Experience in grant and proposal writing
- Strong marketing or public relations background
- Possess a demonstrated ability to organize multiple tasks, set priorities, meet deadlines and work under pressure of time constraints
- Ability to demonstrate leadership, exercise independence of judgment in determining priorities, ability to strategize and think creatively
- Ability to work effectively as a member of a small team, and to work independently in a fast-paced and results-oriented environment
- Proficiency and experience in administrative procedures, practices and the use of office equipment and computers including Word, Access and Excel
- Knowledge of managing and administering budgets
- Ability to exercise courtesy, tact, diplomacy and persuasion
- Excellent written and oral communication skills
- Volunteer management experience an asset
- Passion for the arts
- Willingness to work flexible hours to include evenings and weekends as required
- Additional duties as required

**HOW TO APPLY:** Please send cover letter, resume and 3 references to: Doti Niedermayer, Executive Director, Whistler Arts Council, PO Box 383, Whistler BC V0N 1B0 or [director@whistlerartscouncil.com](mailto:director@whistlerartscouncil.com)

**APPLICATION DEADLINE: Friday, April 2, 2010**