



We're Recruiting For...

Director of Development and Major Gifts

Reporting to Chief Executive Officer, the Director of Development and Major Gifts is a member of the senior management team of Confederation Centre of the Arts (the Centre), leading in the planning and implementation of donor fundraising activities, including membership, endowment, planned giving, capital campaigns, naming, grant applications, and other initiatives. In this capacity, they work closely with the Director of Corporate Relations who leads on sponsorship and corporate fundraising.

Duties of the Director of Development and Major Gifts will include, but are not limited to:

- Lead and manage Confederation Centre of the Arts' major gifts and endowment activities.
- Develop and grow the Centre's individual donor base by cultivating relationships with existing and prospective donors.
- Manage the annual giving campaign.
- Plan and execute a donor stewardship strategy.
- Act as liaison for the Centre to the Board of the Confederation Centre of the Arts Foundation (the Foundation).
- Write proposals for major gifts and grants for the Centre and Foundation.
- Lead in the development of a volunteerism strategy.
- Work with the Chief Financial Officer and Director of Corporate Relations to prepare and manage annual budgets.
- Direct and manage recognition events with the support of the Member Services Manager.
- Ensure data integrity across membership and donor lists, named funds, and campaigns.
- Work with all departments to identify new or unique opportunities for development.
- Responsible for the integration of institutional data into a strategic approach to development.

The ideal Candidate will have:

- Five to eight years of fund development experience, preferably in cultural / nonprofit environment.
- Demonstrable experience in cultivating major gifts and/or capital campaigns.
- Demonstrable skills in writing clear and compelling funding proposals.
- Superb written and verbal communication skills, be self-motivated, detail-oriented and highly organized.



CONFEDERATION CENTRE OF THE ARTS
CENTRE DES ARTS DE LA CONFÉDÉRATION

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- Excellent interpersonal skills and ability to build long-term relationships with prospects and donors.
- University degree in a related field.

The following would be considered an asset:

- Certified Fundraising Executive designation;
- Bilingualism (French/English).

How to Apply

By email to the attention of Human Resource Manager at careers@confederationcentre.com, or in hard copy during regular business hours at the Security Desk of the Administration Offices located at **145 Richmond Street** in Charlottetown.

Confederation Centre of the Arts is committed to providing equal opportunities in employment. We welcome and encourage applications from people with disabilities and upon request will accommodate candidates taking part in all aspects of the recruitment and selection process.

Closing Date: 4pm, January 8, 2020