

Job title	<i>Development and Fundraising Specialist</i>
Reports to	<i>Director/Curator</i>

Job purpose

At a critical moment of change in the heritage, visual arts, and tourism industries, RiverBrink Art Museum is seeking an experienced fundraising specialist to join our staff. This position will lead development and fundraising initiatives, raise the profile of the art museum, and contribute to the long-term growth and viability of the organization.

RiverBrink Art Museum interprets Niagara and Canadian heritage and culture. It serves a regional to international audience by enhancing knowledge and appreciation of the visual arts.

Located in Queenston, Niagara-on-the-Lake, RiverBrink presents exhibitions of both historical and contemporary art and hosts related arts programming and educational activities.

Reporting to the Director/Curator, this part time position (20 hrs/wk) establishes and implements a development and fundraising strategy that increases awareness, engagement, and support for RiverBrink, exhibitions, programming and collections. The position develops donations and sponsorships.

Duties and responsibilities

- Developing fundraising initiatives to the profile of the museum.
- Contribute to the long-term growth and viability of the organization
- Proactively use research and qualification processes to prepare donor profiles
- Help coordinate solicitation strategies to promote the museum

Qualifications

- University/College diploma or equivalent in related field
- Experience in project coordination and fundraising initiatives, preferably in the arts
- Demonstrated ability to establish and maintain effective relationships with key donors and supporters
- Superior oral and written communication and presentation skills to successfully engage supporters and identify and build new relationships
- Strong leadership skills
- Proven ability to collaborate in building a culture of philanthropy
- Passion for arts and culture

Job Description

Working conditions

This position is normally conducted in normal daily Museum schedule, but flexibility is necessary, as some hours at night or weekends may be required.

Physical requirements

This position is not physically demanding or strenuous. Occasionally, this person may be required to help with lifting, such as in assistance installing an exhibition.

Approved by:	
Date approved:	
Reviewed:	

This job description should be reviewed annually and updated as often as necessary.