



Job Title: Fund Development Director

Job Overview:

We are seeking a highly motivated, experienced and creative Fund Development Director to lead the fundraising and stakeholder development efforts for Kiyooka Ohe Arts Centre Society (KOAC), a non-profit arts centre and sculpture park in Springbank, Calgary, AB. As a full-time Fund Development Director, you will report to the Board and be responsible for developing and implementing fundraising strategies to support the sustainability and growth of the non-profit organization. Your role will involve building and maintaining relationships with donors, identifying funding opportunities, overseeing grant proposals and supporting fundraising events.

If you have a passion for contemporary art, enjoy working in a dynamic environment and a proven track record of successful fundraising, we encourage you to apply for this exciting opportunity.

Key Responsibilities:

- Lead and direct fundraising initiatives.
- Develop and implement fundraising plans and strategies with the goals of increasing self-generated revenue and ensuring the ongoing financial sustainability of the organization.
- Build and manage relationships with major donors, foundations, corporations, granting agencies and other supporters to secure funding for the organization.
- Identify and evaluate new funding opportunities including grants, sponsorships, donations, and other fundraising initiatives.
- Oversee the development and submission of grant proposals and reports, ensuring compliance with all funding regulations and requirements.
- Support and advise on fundraising events, including galas, auctions and other special events.
- Develop communication strategies to raise awareness and promote the organization to donors and the general public.
- Collaborate with other staff and the board to ensure that fundraising initiatives align with the organization's goals and objectives.

Qualifications:

- Bachelor's degree in Non-profit Management, Business Administration, or a related field or equivalent.
- Minimum of five years of experience in fundraising, with a proven track record of successful fundraising initiatives.
- Excellent communication, interpersonal, and strategic planning skills.
- Strong project management skills and the ability to manage multiple projects simultaneously.
- Demonstrated experience in developing and implementing fundraising strategies.
- Demonstrated success in grant writing and corporate and individual fundraising.
- Knowledge of government and foundation funding sources and processes.
- Knowledge of fundraising regulations and requirements in Canada.
- Proven ability to cultivate donors.
- Fundraising certification is an asset.



- Passion for the contemporary arts sector is a plus.
- French, or a second language an asset.

The Role:

This is a full-time role which requires some evening and weekend work. As the organization grows there may be opportunities for the successful candidate to grow and develop other skills in non-profit arts management.

The starting annual salary is **\$60-\$70,000, depending on experience** and the start date is as soon as possible, but negotiable based upon the prior commitments of the successful candidate.

How to Apply

Please send your application package, including a cover letter outlining your interest in the position, your relevant background, resume and any other support material you feel is pertinent to the Board at careers@koartscentre.org.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Interviews shall be conducted as soon as a qualified candidate applies. Applications will continue to be accepted until the position is filled.

Please note that an employee police record check and a vulnerable sector check will be required before joining the organization.

Note: We believe in equity and inclusion and strongly welcome submissions from all qualified individuals regardless of gender, age, race, culture, nationality, family status, sexual orientation, physical ability and other distinctions.