

General Description:

The Textile Museum of Canada seeks an experienced development professional with proven fundraising, donor stewardship and management skills to direct development activities at the Museum. The individual should have experience developing fundraising campaigns, soliciting and closing major gifts, cultivating an active portfolio of prospects and donors and managing major fundraising events.

Reporting directly to and working closely with the Executive Director, the Development Manager will be responsible for the coordination and implementation of the development and fundraising activities of the organization including the planning and execution of individual, corporate and foundation fundraising campaigns, partner cultivation, and the planning and execution of special events.

Position Responsibilities:

- In collaboration with the Executive Director, create and implement overall development plan in support of revenue goals and expanding philanthropic cultivation. Develop and maintain development and fundraising targets, critical path(s), formulate strategies and design and implement programs to achieve annual fundraising objectives.
- Develop and manage Individual, Corporate, & Foundation giving programs
- Work with the development committee to develop and implement comprehensive donor strategies for securing major gifts
- Manage annual fundraising events and other fundraising initiatives including soliciting support from individual and corporate sponsors to achieve success that is consistent with established goals and objectives
- Develop and systematize comprehensive donor stewardship initiatives, multi-year strategic objectives, etc.
- Create and distribute development materials; writing and preparation of development collateral: web content, brochures, marketing, patron newsletters, campaign communications etc.
- Prepare and/or coordinate foundation applications and corporate sponsorship proposals; prepare critical paths and reports
- Develop and implement multiple fundraising campaigns including creating solicitation strategies, identifying prospects, managing campaign details including printed solicitations, phone follow up, tours, events, etc.
- Design and implement social media strategies for development
- Oversee all aspects of our Patron's Circle program
- Supervise development personnel and oversee related responsibilities.
- Other duties as required.

Qualifications

The ideal candidate will have a passion for working in the arts and knowledge of the arts and culture sector and/or philanthropic opportunities related to heritage and arts organizations. We are seeking a self-motivated individual with excellent organizational skills and the ability to manage several projects at one time. You have four years professional experience in development and experience working in the not-for-profit sector, above-average communications skills, both written and verbal and possess

excellent interpersonal skills to deal effectively with a variety of groups including internal staff, outside organizations, board members, volunteers, audiences, patrons and donors.

- Bachelor's degree and a minimum of 4 years demonstrated success in fundraising including securing major gifts and managing donor relations
- Ability to plan strategically and build long-term relationships with donors
- Excellent writing and interpersonal communication skills
- Experience in creating successful fundraising campaigns, cultivating prospects and building donor base
- Must be a team player and enjoy working in a collaborative, fast-paced, entrepreneurial environment
- Demonstrated proficiency in MS-Office applications; working knowledge of Income Manager an asset
- Some evening and weekend work is required

About the Textile Museum of Canada

The Textile Museum of Canada is one of Canada's most vibrant arts institutions. With an international collection of 13,000 artifacts, archaeological to contemporary, as well as a renowned exhibition program featuring the historical collection, contemporary art as well as touring exhibitions, the museum is uniquely positioned to speak to experiences in a global context and in our increasingly global communities. The Museum features ongoing public and education programs and has implemented an aggressive digital strategy that supports universal access to the Museum's resources. A non-profit institution funded by admissions, memberships, and community support, the Museum stimulates cultural knowledge, historical research and innovative thinking.

Term: This position is permanent, full time and includes a comprehensive benefits package; salary commensurate with experience and qualifications.

To Apply: Please submit your CV, a letter of interest and two writing samples reflective of fundraising/development materials to:

Operations Manager
Textile Museum of Canada
55 Centre Avenue
Toronto, ON, M5G 2H5
hrsearch@textilemuseum.ca

Applications accepted until January 20, 2012 or until position is filled.

Thank you to all applicants, but only those selected for an interview will be contacted.
For more information please visit www.textilemuseum.ca