



Art Gallery of
ALGOMA

Job Posting

Development Officer

Art Gallery of Algoma, Sault Ste. Marie, Ontario

About the Art Gallery of Algoma

The Art Gallery of Algoma (AGA) is the regional public art gallery serving the city of Sault Ste. Marie and Algoma region and the surrounding area. Housed in 10,000 square feet building in downtown Sault Ste. Marie, the Gallery has a permanent collection of over 5,000 artworks and presents a year-round program of exhibitions, educational activities and special events. As the cornerstone of culture for Algoma and Sault Ste. Marie, the AGA is a gathering place, a destination for visitors from across the province, Canada and USA. The AGA offers a dynamic work environment that encourages creativity, cooperation and growth.

About the Job

Reporting to the Executive Director, the Development Officer will take the leadership role for the development, implementation, coordination and management of the fund development programs for the Art Gallery of Algoma, including writing grants, working on corporate donations and sponsorship, individual giving and the annual campaign, membership, special fundraising events and other fundraising activities. The Development Officer also works with the Executive Director in building a positive public profile for the AGA in the community and beyond; assists with marketing and outreach strategies to build audiences, partnerships, supporters; develops and carries out innovative programs, events and services that will result in revenue development.

Qualifications

- Relevant degree in fundraising as well as business administration, management, marketing, and/or arts administration;
- A minimum of five years full-time fundraising experience, preferably for non-profit cultural organizations in all aspects of the job (grant writing, sponsorship, membership, donations, special events);
- Knowledge of legal regulations governing fundraising practices as they relate to not-for-profit organizations;
- Excellent written and oral communication skills;
- Excellent interpersonal skills;
- Excellent human resource management skills;
- Excellent organizational skills with superior attention to detail;
- The ability to manage multiple projects simultaneously;
- Computer literacy in all applicable software/applications;
- A valid Ontario driver's license and access to a vehicle;
- The ability to work flexible hours, including weekends and evenings;
- Interest, understanding and appreciation of art.

The deadline for applications is 5 pm on Monday, September 14, 2020



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This is a permanent, full-time position (40 hours per week exclusive of breaks) offering a competitive salary based on experience and qualifications, and a benefit package after the initial four-month probation. The regular hours of work are Tuesday through Saturday and other hours as scheduled including evenings and weekends.

The Art Gallery of Algoma is an equal opportunity employer serving our diverse communities. Although we appreciate all applications, only those selected for an interview will be contacted. The successful candidate will be required to supply a current criminal records check with vulnerable sector police screening before work can commence. The start date is to be determined depending on the availability of the successful candidate.

Please send a personalized cover letter and curriculum vitae in confidence to: Jasmina Jovanovic, Executive Director, Art Gallery of Algoma, 10 East Street Sault Ste. Marie, ON P6A 3C3 or by email to: jasmina@artgalleryofalgoma.com.