

Strathroy District Arts Council JOB POSTING

Position: **FUNDRAISING CAMPAIGN DIRECTOR**
Project: *Wright Family Centre for Arts, Entertainment & Business*
Duration/Hours: two-year full-time contract – evening & weekends as required
Location: Strathroy, Ontario
Salary Range: negotiable based on qualifications and experience

The primary responsibility of the Fundraising Campaign Director is to develop, manage and execute a successful comprehensive \$7,000,000 capital fundraising campaign for a proposed arts and entertainment facility to be built in Strathroy, Ontario.

The ideal candidate will have a proven track record of successful fundraising in the non-profit sector. S/he will have combined development and event experience, as well as the ability to formulate and implement fundraising plans.

This position requires a collaborative self-starter, who has the ability to work independently and in consultation with others and is versed in all aspects of project coordination and fund development. S/he must be adaptable and willing to prioritize and delegate duties while maintaining accountability for their delivery. S/he will be an excellent communicator who is results oriented.

Responsibilities:

- Design, develop, implement and manage a capital fund raising campaign
- Provide input in conjunction with the Project Committee to establish a campaign timeline based on current design and operation plan
- Establish and maintain a donor/charitable gift list for use in donor recognition
- Manage all communications, including press releases and meetings with interested groups; keep the community informed as to campaign status; maintain the highest level of enthusiasm and support for the project
- Maintain communication with Municipal officials on status of the campaign
- Report to the Project Committee on a regular basis on the campaign status
- Manage administrative personnel

Qualifications:

- Proven success record in fund raising for a major project; certification preferred
- Ability to demonstrate a proven level of highest integrity and accountability consistent with a public fund raising project
- Experience with human resource management and volunteer management
- Able to demonstrate knowledge of the community of Strathroy and its residents
- Outgoing personality that will attract enthusiastic support for the project and will encourage volunteers to want to work on the project
- Strong verbal and written communication skills
- A post-secondary level of education or equivalent experience
- Scheduling ability to meet the needs of the campaign and time constraints of potential donors
- Experience in the use of word-processing, presentation, and spreadsheet software

For more information on this project, see www.arts-council.ca. Interested applicants should apply via email to info@wrightfamilycentre.ca by January 3, 2011.