

Executive Director:
Ms. Chris O'Neill

e: mail@artscentre.ca
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Box 190, 555 Ross Creek Road,
Canning, NS, B0P 1H0

P: 902.582.3842
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Honorary Patron: Lieutenant Governor of Nova Scotia, The Honourable Arthur J. LeBlanc, ONS, QC.

GIVING VOICE TO CANADIANS THROUGH ARTS, PASSION, AND WONDER

JOB - Development Coordinator

Position Summary

Reporting to the Management Team (Executive and Artistic Directors), the Development Coordinator is responsible for the organisation's fundraising strategy, membership program and volunteer program. The Development Coordinator works hand in hand with our communications staff to develop new, and shepherd existing, relationships with donors, community and government partners, volunteers, and sponsors. They are a valued member of our team, and our community, and help ensure visitors and volunteers are made to feel welcome and comfortable from their first visit to their last look down the driveway as the sun sets over the property.

Rate: \$35,000-\$38,000 to start depending on level of experience

Benefits: Co-pay health and dental package, creative renewal, etc.

Type of Employment: salaried, onsite work with expectations of flexible schedule to accommodate events and performances on occasion.

Location: Canning, NS

About Us:

The Ross Creek Centre for the Arts is a unique institution in Canada, bringing together the best in arts education for youth with community and professional artist programs. The Ross Creek Centre for the Arts is a research and development centre for the arts of all disciplines and cultures, and is proud to help facilitate the development of new art from around the world in wonderful facilities in rural Nova Scotia. Two Planks and a Passion is an award-winning professional theatre company in residence at the Ross Creek Centre for the Arts, offering exquisite outdoor productions in a spectacular setting. Our work is the result of a unique marriage of nature and the artistic imagination.

Hiring Values:

The Ross Creek Centre for the Arts, which is grateful to be welcomed in Sipekne'katik, one of the seven regions of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people, is looking for innovative and creative individuals who care about arts in the community and who love rural living. The Centre is committed to creating a great team environment and is proud to be an equal opportunity employer, with a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status, and we strongly encourage applicants from diverse backgrounds to apply.

Employment Term: Full Time, Salary w/ benefits

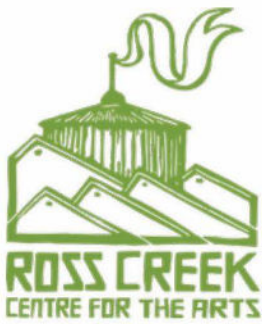
Note: *Must have own transportation, we are not on a public bus route.*

Deadline: ASAP

How to Apply:

Via email to chris@artscentre.ca with the subject line **Development Position**, and please include:

1. A cover letter about what interests you about our work and the position,
2. A CV, including 2 references with emails



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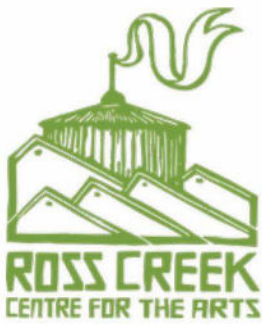
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Responsibilities and Duties *(with support of and in collaboration with other staff and volunteers):*

Fundraising:

- Create and implement fundraising campaigns, including the Annual Giving Campaign, seasonal campaigns, and capital campaigns;
- Develop and implement donor and stakeholder communion strategies, including direct mail, social media and print materials;
- Create and nurture relationships with community members;
- Participate in the budget process and operate within the approved budget;
- Collaborate on planning and implementation of related special projects and events;
- Work with Communications to ensure promotion of all events
- Ensure event donors, sponsors, and volunteers are recognized and thanked in timely manner
- Create sponsorship proposals and tools for both Ross Creek and Two Planks, including naming opportunities
- Identify and approach prospective corporate sponsors and partners including in-kind donors and partners
- Research, write, and submit foundation applications in collaboration with Senior Management
- Provide support to the Senior Management team, Board Of Directors, and key volunteers in all solicitations.
- Work with program staff to ensure evaluations are carried out and we are communicating with appropriate communities.
- Write articles and updates for brochures, social media, websites, and the public.
- Conduct research in order to identify and recommend potential funding prospects and opportunities
- Ensure appropriate donor relations
- Oversee administration of all relationship data in our CRM system (Salesforce) incl. recognition levels and tax receipting
- Be an engaged and valued member of our team and our community
- Be an ambassador both for our organisations and for the importance of the arts and culture in our community, and beyond



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Volunteer Coordination:

- Develop and implement effective recruiting strategies for adult and youth volunteers for Ross Creek and Two Planks.
- Develop and implement a screening process for potential volunteers according to accepted screening standards and practices and organisation policies;
- Develop and implement a process to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the organisation;
- Ensure records of volunteer contact info, contribution and recognition are accurate and up to date (in collaboration with development);
- Ensure clear and open communication with youth volunteers and their parents/guardians.
- Coordinate promotion (in collaboration with marketing) of the volunteer program to gain community support of the volunteer program and the organisation;
- Ensure that volunteers are given appropriate training to be successful in their positions
- Ensure that volunteer check-in procedures are followed and records of volunteer hours are maintained according to established procedures
- Establish and implement a process for evaluating the contribution of individual volunteers;
- Coordinate the implementation of formal and informal volunteer recognition activities;
- Maintain records of volunteer contact information, contribution and recognition (in collaboration with development);

Other duties as required

We expect that successful candidates will have or strive to achieve:

- Well-developed organizational, interpersonal and communication skills;
- Commitment to championing diversity and inclusion within the workplace;
- Vulnerable Sector Background check.
- Confidence in approaching new sponsors and donors
- Excellent relationship management skills
- Proficiency with G-Suite, Microsoft Office products & CRM software, preferably Salesforce
- Proven ability to work independently as well as within a team environment
- Ability to travel within the province and Canada on occasion
- Must be able to live within 30-40 minutes of the Centre.
- Valid driver's license and reliable vehicle;
- Skill in working independently and as collaborating with a team;
- Well-developed organizational, interpersonal and communication skills;
- Commitment to championing diversity and inclusion within the workplace;
- A great sense of humour and engagement in a positive workplace culture
- Commitment to building community through arts and culture.