Development Coordinator

Contract Position

MONOVA: Museum and Archives of North Vancouver's vision is to be an inspirational and transformative community hub where the stories of North Vancouver's people, places and past come to life. MONOVA operates both the Museum of North Vancouver (115 West Esplanade) in The Shipyards and the Archives of North Vancouver (3203 Institute Road) in Lynn Valley and supports several other online/offsite experiences for the public to engage with and learn about the past, present and future stories of North Vancouver. MONOVA recently signed memoranda with Sḵwx̱wú7mesh (Squamish) and Səl̓ílwətaɬ (Tsleil-Waututh) Nations to focus on meaningful cultural sharing of knowledge, to improve communication between MONOVA and the Nations, and to understand, respect and follow protocols that will lead to a strengthened relationship.

The Development Coordinator is responsible for supporting the development and delivery of activities that advance contributed revenue streams, and helps build mutually beneficial relationships with donors, funders and sponsors. The Development Coordinator works closely with the Manager of Business Operations and the Director to support the mission, vision and operations of MONOVA. The Development Coordinator's focus will be on major donors, corporate sponsors, and foundations.

A successful candidate should be both a fundraiser -facilitating giving strategies and moves management -as well as a strategic, lateral thinker, with experience in the arts and culture sector, and marketing initiatives including events, communications and sponsorship programs. The Development Coordinator is also responsible for various aspects of administrative and backend support critical to the success of the fundraising plan, including drafting prospect briefs, , gift agreements, donor proposals, and stewardship reports.

Major duties/Responsibilities:

- Contribute to the fundraising strategy to meet the organization's goals.
- Support with annual planning, including a calendar of communications in line with programs and strategic objectives/priorities.
- Contribute to the creation of marketing collateral needed to execute fundraising initiatives.
- Actively identify, cultivate, solicit, and steward a portfolio of donors with major gift capacity, from individuals, corporations, and foundations.
- Strengthen the sponsorship program through the cycle of pipeline development, prospecting, negotiations, contract agreements activations, and fulfillment reports.
- Professionally conduct donor meetings and presentations on and off site, in-person, via phone or online ensuring full donor briefing notes and strategies are prepared.
- Coordinate with relevant staff to gather information for proposals and reports, including budgets/expense information, organizational information and visitor testimonials.
- Collaborate with management, staff, and community partners to ensure gifts have the appropriate impact.

- Utilize CRM database, management systems and spreadsheets to manage donor relationships and opportunities, accurately recording interactions to analyze and report on data and trends.
- Contribute to the stewardship strategy with the support of MONOVA Management and Board.
- Issue acknowledgement letters and tax receipts through the donor database.

Requirements/Qualifications:

- Minimum 3 years of experience in fundraising or marketing/sponsorships
- CFRE designation preferred
- Proven track record in managing fundraising campaigns, sponsorship, and donor development
- Experience working with CRM database (eTapestry is an asset)
- Excellent written and verbal communication skills
- A professional demeanor and a positive attitude
- Well organized, flexible and detail-oriented, with the ability to manage multiple priorities.
- Excellent interpersonal and motivational skills
- High level of accountability and initiative; self-directed and collaborative work environment
- Proficient computer skills and the ability to work with MS Outlook, PowerPoint, Word and Excel

Position type: Contract – Part-time, approximately 20 hours per week.
Compensation: $40 per hour
Location: Remote work, with regular, flexible in-office hours
Reports to: Manager of Business Operations

Please apply to:
Zoe Mackoff de Miranda, Director
monovaHR@monova.ca
North Vancouver Museum & Archives
3203 Institute Road, North Vancouver, BC V7K 3E5

Interested applicants should submit a cover letter and résumé by e-mail to MonovaHR@monova.ca. Review of applications begins May 15th, 2024, and continues until the position is filled. Please include your full name and the position title in the subject line. Your application should provide concrete examples that illustrate how they meet the education and experience aspects listed in the Desired Experience, Qualifications and Skills.

MONOVA believes that the benefit of an inclusive approach enhances creativity, diversity and innovation, and will build a workforce representative and reflective of the communities we serve. We are committed to developing a work environment and recruitment process that is inclusive and barrier-free. Please advise if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner. MONOVA is an equal opportunity employer, and we encourage candidates who are women, BIPOC, LGBTQ2S+ and people with disabilities to apply.