

JOB DESCRIPTION

FUNDING & GRANTS COORDINATOR

TEMPORARY CONTRACT POSITION

We are seeking a talented fundraiser to join MONOVA's team at an exciting stage in our growth as we approach our 5th year at our new site in The Shipyards district of North Vancouver.

MONOVA is more than just a museum and archives; we are a vibrant community hub where the stories of North Vancouver come to life. With locations at the Museum of North Vancouver in The Shipyards and the Archives of North Vancouver in Lynn Valley, as well as various online and offsite experiences, we engage the public in exploring the past, present, and future of our community.

As our Fundraising & Grants Coordinator, you will play a crucial role in advancing our mission by supporting and enhancing our revenue streams. You will be at the forefront of building and nurturing relationships with donors, funders, and sponsors, ensuring that MONOVA continues to thrive and inspire. Working closely with MONOVA's Director and Manager of Business Operations, you will develop and implement our fundraising plan with a focus on major donors, corporate sponsors, and foundations.

The role requires strong relationship management skills to build relationships with donors, funders, and sponsors. We anticipate the role will be highly varied, encompassing proposal development, prospect management, reporting, and data analysis. The successful candidate should be a strategic and creative thinker with a proven track record in fundraising, particularly within the arts and culture sector.

Major duties/Responsibilities:

- Develop and implement strategies to secure major donations, corporate sponsorships, and foundation grants.
- Identify, cultivate, solicit, and steward a portfolio of donors with major gift capacity, from individuals, corporations, and foundations.
- Contribute to the creation of marketing collateral needed to execute fundraising initiatives and to report on MONOVA's impact in the community.
- Strengthen the sponsorship program through the cycle of pipeline development, prospecting, negotiations, contract agreements activations, and fulfillment reports.
- Provide essential administrative and backend support, including drafting prospect briefs, gift agreements, donor proposals, and stewardship 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.
- Utilize CRM database, management systems and spreadsheets to manage donor relationships and opportunities, accurately recording interactions to analyze and report on data and trends.
- Issue acknowledgement letters and tax receipts through the donor database.
- Represent and advocate for MONOVA at networking events, community gatherings, and industry conferences enhancing awareness and support within the community.
- Ensure that MONOVA's fundraising efforts are inclusive, respectful, and aligned with MONOVA's commitment to honouring Indigenous communities and their contributions

Requirements and Qualifications:

- Minimum 3 years of experience in fundraising within the cultural sector or similar non-profit.
- CFRE designation preferred.
- Proven track record in managing fundraising campaigns, sponsorship, and donor development.
- Experience working with CRM databases (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:

Full-time (35hrs per week)

1-year contract (with potential for extension based on successful achievement of fundraising targets)

Compensation: \$40 per hour

Location: Office based at Museum of North Vancouver, with hybrid options available.

Reports to: Pamela Roberts, Manager of Business Operations

Interested applicants should submit a cover letter and résumé by e-mail to MonovaHR@monova.ca
Review of applications begins February 2025 and continues until the position is filled.

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.