

Coordinator, Philanthropy

*Regular Full-Time
(35 Hours per Week)*

ART + ACCESS + LEARNING

At the Art Gallery of Ontario (AGO), we bring people together with art to see, experience and understand the world in new ways.

The AGO is among the most distinguished art museums in North America. We celebrate creativity, advocate for artists and shape the conversation about art in our local and international communities. We connect to the world through collaborative and innovative partnerships which provide opportunities to share fresh ideas and discover new voices. As a not-for-profit, we are a unique and complex organization, funded by self-generated revenues and government investment.

The AGO is seeking a proactive and strategic Development professional to support Major Gift (\$25K+) revenue generation. A belief in the importance of art and passion for the AGO's mission is required for this role. If you are seeking a dynamic, high-paced work environment then the position of Coordinator, Philanthropy may be the right challenge for you. With a major campaign on the horizon, this position will contribute to the AGO's success now and into the future.

Reporting to the Manager, Philanthropy, the Coordinator provides support for cultivation, solicitation, and stewardship of major gift donors. The Coordinator works closely with a team of major gift fundraisers and is responsible for preparing correspondence, proposals, and reports; tracking activity in donor files and Raiser's Edge; conducting audits to ensure recognition and benefits are accurate; coordinating stewardship activity including events; coordinating with internal teams; and tracking departmental expenses. The Coordinator must liaise effectively with donors, volunteers and internal AGO departments on a regular basis.

Our ideal candidate will have the following skills and experience:

- 2 years of directly related experience in a Development environment with a focus on major gift fundraising practices.
- Demonstrated experience coordinating major gift activities within a fundraising team.
- Directly related experience drafting donor correspondence, funding proposals and impact reports.
- Well developed verbal and written communication skills.
- Well developed administrative, analytical and organizational skills.

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- Well developed interpersonal and public relations skills to interface with major donors, senior volunteers and AGO staff.
- Knowledge of and ability to maintain professional standards.
- Demonstrated experience in applicable computer programs, donor databases and social media platforms such as Raiser's Edge, MailChimp, Windows, Microsoft Word, Excel, Outlook, Internet Explorer, Power Point.
- Knowledge of the visual arts an asset.
- Experience working with major donors and senior volunteers.

We invite individuals who reflect the diversity of our visitors to apply by visiting our website at <https://ago.ca/jobs-and-volunteering>.

In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act & the AGO's Recruitment & Selection Policy for Staff, a request for accommodation will be considered throughout the hiring process.

*The Art Gallery of Ontario is an Equal Opportunity Employer.
We thank all applicants but must advise that only those selected for interviews will be contacted.*