

Position Title: Advancement & Operations Coordinator

Job Type: Full-time, 40 hours/week

Location: Massey College, 4 Devonshire Place, Toronto (please note: this position is primarily remote)

Benefits: Health benefits

3 weeks paid vacation, plus one week between December 25-January 1

Summer Friday half-days ending at 1pm in July & August

Remote work environment

Compensation: \$42,000-\$52,000 (commensurate to experience)

Position Summary

Are you a highly organized, detailed-oriented person who is passionate about publishing and the visual arts? Do you enjoy problem solving, working with people, and a role with variety? Do you take pride in being efficient and productive, and getting things done with high quality?

The Art Canada Institute (ACI) is looking for an ambitious, highly motivated, and savvy Advancement & Operations Coordinator to join our dynamic not-for-profit organization that brings Canadian art and its history to a broad public audience. This unique new position will support the core administration of the Advancement department as well as the overall operational administration of the organization. The position is being created to meet the needs of ACI's growth, and will provide broad exposure and professional development in fundraising and the visual arts and publishing sectors. Reporting to the Senior Advancement & Operations Associate and working closely with the Executive and Deputy Directors, this role is an opportunity to collaborate with the leading thinkers in the Canadian art world to bring the organization's mission to the public, and to an exceptional group of benefactors.

About the Art Canada Institute

The Art Canada Institute (ACI) is a not-for-profit educational organization dedicated to making Canadian art and its history a contemporary, multi-vocal conversation. Founded in 2013, ACI makes Canadian art and its history accessible to all, regardless of one's knowledge of the subject or proximity to a bricks-and-mortar museum. Our programming is accessed in over 60 countries and includes: a growing open-access library of more than 50 expert-authored books; an innovative kindergarten to grade 12 online art education program; a fellowship that is redefining Canadian art history to be inclusive and multi-vocal; and a weekly newsletter that ties Canadian art to all aspects

of life. Thanks to the production of robust and rigorously produced content – available online in English and French free of charge – in a few short years, ACI has become a go-to digital resource for educators, museum-goers, and art lovers. Visit us at www.aci-iac.ca.

The Art Canada Institute prides itself on the range of voices represented in our programming and seeks to reflect that diversity in our staff. We recognize that an inclusive workplace is key to promoting excellence and allowing all staff to reach their greatest potential. We strongly encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to: Indigenous peoples, racialized groups, persons with disabilities, persons who identify as women, and persons of marginalized sexual orientations, gender identities, and gender expressions. We will ensure that every job applicant is treated fairly in respect to race, ethnicity, gender, sexual orientation, socio-economic status, age, physical ability, religious belief, educational background, marital status, and parental status.

Responsibilities

This role will have a wide range of cross-functional responsibilities, including assisting with donor relations and communications, donor stewardship, gift processing, database maintenance, event and project coordination, and handling the administrative and scheduling needs of the Advancement & Operational teams. Key responsibilities will include the following:

Donor cultivation and stewardship support (30%)

- Coordinating all stewardship correspondence, including preparation of handwritten notes, preparing emails to donors, compiling mailing lists, creating mailing labels, and liaising with couriers/postal service for delivery
- Coordinating correspondence with Board members, donors, project partners, and others to secure assets and information in support of cultivation and stewardship activities
- Supporting the Senior Advancement & Operations Associate in identifying donors, sponsors, and grants through prospect research

Fundraising database management (Salesforce) (30%)

- Performing ongoing updates and maintenance to database donor records, with an emphasis on ensuring accurate contact information and records of donor recognition and giving levels
- Assisting the Senior Advancement & Operations Associate with donor management through the database
- Gift processing, including recording all gifts received and producing monthly payment reconciliation reports from the database

Meeting coordination (15%)

- Scheduling and coordination of project meetings, all-staff meetings, and Advancement departmental meetings, including agenda development and preparation of materials
- Arranging meeting logistics including room bookings, videoconference bookings, catering orders, and audio-visual presentations

- Attending and transcribing notes at the above meetings, and circulation of follow-up materials and action items

Administrative & operational support (15%)

- Arranging of couriers for delivery of meeting materials, test prints, communications assets
- Ordering of office supplies
- Proofreading of documents and correspondence
- Managing the delivery of print book orders

Events (10%)

- Supporting the development of invitation lists and coordination of invitation strategy for donor cultivation and stewardship events
- Management and continual maintenance of an event conflict calendar
- Providing support to the Senior Advancement & Operations Associate for event planning and logistics (i.e. venue rentals, catering, A/V requirements)

Qualifications

- A certificate, diploma, or degree, ideally in a relevant discipline (for example: fundraising, art history, arts administration, non-profit/business administration, education, English, publishing) and/or equivalent professional experience.
- A passion for Canadian art and the Canadian visual arts sector.
- A basic understanding of philanthropic principles and best practices would be an asset, but we're willing to teach a keen colleague who has a learner mindset
- Willingness to work on weekends and evenings for one to two donor events every quarter
- Minimum of two years' work experience in fundraising, administration, operations, or a related field

Skills

- Well organized and detail-oriented
- Highly self-motivated and keen to learn and grow
- Strong proficiency in Microsoft applications and Microsoft Office 365 (Outlook, PowerPoint, Excel, Word, Teams) is essential.
- Experience using database software is a strong asset.
- Strong listening skills, and clear written and verbal communication in a professional manner.
- Project and event coordination experience with the ability to prioritize multiple assignments and meet deadlines.
- Superior interpersonal skills, with a passion for working with people and a strong customer-service mindset.
- An eager team player with an ability to collaborate across departments and functions.
- A passion for mission-driven work and personal values aligned with those of the Art Canada Institute.

Compensation

Salary range of \$42,000-\$52,000 per annum, plus benefits. The role is primarily remote but will include occasional on-site events and meetings, which may sometimes be evenings and/or weekends one to two times per quarter.

Application submissions

Please submit your resume and letter of interest to the attention of Christie Kirchner, Senior Advancement & Operations Associate, jobs@aci-iac.ca, no later than September 21, 2022. We will be in contact to arrange interviews with those candidates invited further in the process. We thank all who are interested in Art Canada Institute and this role.

Upon the request of the applicant, ACI will provide accommodation during the recruitment process. If you are selected for an interview and you require accommodation, please inform the Senior Advancement & Operations Associate.