AGA KHAN MUSEUM

77 Wynford Drive
Toronto, Ontario
M3C 1K1, Canada

t. 416.646.4677 f. 437.253.9995
info@agakhanmuseum.org
agakhanmuseum.org

Development Officer (Patron's Circle)

The Aga Khan Museum connects cultures and communities through the arts. The Museum's mission is to spark wonder, curiosity, and understanding of Muslim cultures and their connection with other cultures.

The Toronto-based Museum promotes pluralism through art, storytelling, and enlightened encounters, across cultures. Using traditional and contemporary art as well as performing arts as a force for positive change, the Museum's vision is to impact lives and contribute to more inclusive and peaceful societies. The Museum acts as a global learning hub, playing a unique and pivotal role in building connections between people and communities locally, nationally, and internationally.

Purpose of Position

Reporting to the Development Manager (Major Gifts), the Development Officer (Patrons' Circle) is responsible for managing all Patrons' Circle programs below the Director's Circle. They bring a donor-centric approach to the acquisition and retention of Patrons' Circle members and oversee all cultivation, solicitation, and stewardship of Patrons and prospective Patrons in Canada and around the world. The Development Officer serves as the primary staff contact for Patrons' Circle members.

Key Responsibilities

- Executing the annual plan for philanthropic giving by Patrons to achieve fundraising targets.
- Managing the solicitation process of Patrons' Circle members, including strategies and plans for acquisition, renewals, upgrades, and retention.
- Supporting the implementation of national and international Patron Drive campaigns.
- Supporting the national and international Patrons' programs with a team of volunteers.
- Engaging a committee dedicated to developing the Young Patrons program.
- Ensuring appropriate and timely stewardship and benefit fulfillment of the Patrons' Circle program.
- Developing and implementing engagement and relationship management strategies, soliciting feedback on benefit delivery to identify opportunities for enhancement.
- Providing support for small to large-scale cultivation and stewardship events including VIP openings and previews, special tours and programs, and fundraising events.
- Working closely with departmental colleagues, including the Friends, Major Gifts, and Stewardship teams, in developing and implementing strategies to identify prospects and increase giving.
- Overseeing the operation of the Patrons' Lounge, coordinating with Volunteer Services and Visitor Services to ensure appropriate coverage.
- Actively engage in a minimum of one Signature Initiative (SI) team.
- Any other duties as assigned by the supervisor.

Qualifications & Experience:

- University or college degree or diploma, with 4 years of professional experience, preferably in the arts and culture nonprofit sector.

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- Demonstrated experience in building and maintaining donor relationships, with a high degree of comfort in closing gifts.
- Demonstrated experience in maintaining a membership program is preferred.
- Ability to think strategically and execute and evaluate multi-faceted programs.
- Experience with donor and ticketing databases (Tessitura experience is an asset).
- Excellent communication (verbal and written) and presentation skills, interpersonal and relationship management skills, including working with volunteers and donors.
- Results-oriented, works well both independently and as part of a team.
- Highly organized, accurate, and detail oriented.
- Strong analytical and problem-solving skills, and an ability to manage multiple priorities in a fast-paced environment.
- Ability to work flexible hours as required, including evenings and weekends, for events and meetings.
- Knowledge and passion of arts and culture is an asset.

Please note that the hiring salary range for this position is $60,000 – $65,000, based on experience.

To Apply

Please send your resume to **akm.hr@akdn.org** by November 30, 2023.

The Museum thanks all those who apply, however only shortlisted candidates will be contacted. Please note that the Museum is an equal opportunity employer and is committed to fair and accessible employment practices. Upon request, suitable accommodations are available under the Accessibility for Ontarians with Disabilities Act for applicants invited to an interview.