



Development Officer

The Contemporary Art Gallery (CAG) is searching for a full-time Development Officer

Terms:	Full-time, permanent
Hours of work:	Weekdays, 10 am → 6 pm; occasional evenings and weekends required
Minimum wage:	\$30.02/hour + benefits
Location of work:	Vancouver
Start date:	Early 2022

The Contemporary Art Gallery is one of Canada's leading contemporary art spaces, driven by the vital work of art and artists in moving us toward a more just and engaged world. As the organization approaches its 50th anniversary, we are preparing to launch a new vision, a new strategic plan and a new identity to usher us into the next chapter of our history. We are currently looking for a motivated, forward-thinking Development Officer to join our team, playing a pivotal role in advancing the organization's strategic and philanthropic objectives.

THE ROLE

Together with the Executive Director and CAG's Board of Directors, the Development Officer will oversee the organization's fund development initiatives, pursuing a range of strategies to generate support that effectively advances CAG's mission. This includes CAG's membership and individual giving program; its corporate and foundation engagements; and its annual special events.

The ideal candidate will approach CAG's fundraising program with creativity and care; be excited about working collaboratively with a small team; and value aligning the organization's philanthropic activities with a commitment to equity and ethics.

The Development Officer will:

- work closely with the Executive Director to develop and implement key strategies for cultivating, soliciting and stewarding private sector support across a range of sources;
- play a lead role in preparing and/or contributing to partnership proposals, cases for support, funding applications, fulfillment packages, and other relevant materials;
- manage CAG's membership and individual giving programs, including developing and coordinating the organization's annual campaign;
- oversee the organization's calendar of development events, including planning and delivering fundraisers, patron experiences and other special programs with Board, committee and/or colleague support;
- foster and maintain mutually beneficial relationships with current and prospective donors, partners and sponsors, representing the gallery in a variety of contexts;
- track existing and prospective support through CAG's donor database;
- contribute to the development of the organization's long-term philanthropic objectives.

THE PERSON

The ideal candidate will possess:

- a working knowledge of key fundraising principles and practices;
- strong collaboration, relationship-building and hospitality skills, including the ability to work flexibly with a diverse range of partners and stakeholders;
- excellent interpersonal and analytical capacities, including the ability to conduct oneself confidently, diplomatically and adaptably;
- robust creative-thinking and problem-solving skills, a detail-oriented focus and the ability to manage multiple priorities;
- a demonstrated commitment to contributing to an inclusive, anti-oppressive work environment;
- a strong interest in the cultural sector and/or contemporary art;
- two+ years of relevant experience, whether in a philanthropic or partnership-development environment, or one where similar skills were honed.

HOW TO APPLY

Please submit a CV and statement of intent that summarizes your interest in this position to employment@cagvancouver.org with the subject line “Development Officer application.” Statements of intent may be submitted in the form of a cover letter, a video, an audio recording, or a slideshow/presentation. We would prefer to receive applications electronically. Please be in touch with us at contact@cagvancouver.org should you require accommodation at any point during the application or hiring process.

This position will be posted until filled. Application review will commence on December 13, 2021 at 5pm PST.

CAG continues to work toward an inclusive, anti-oppressive and accessible work environment that reflects the communities we operate in. We seek to hire, train and engage people from diverse backgrounds, particularly those who experience systemic employment barriers. We encourage applications from all qualified candidates, including people of colour, Black and Indigenous people, members of the LGBTQ2SIA+ community, gender diverse people, Disabled people, neurodivergent people, immigrants, and other candidates with lived experience of systemic oppression.

This is a union position.

ABOUT CAG

For nearly fifty years, the Contemporary Art Gallery has played a key role in the cultural ecologies of Vancouver, operating as a threshold between the Lower Mainland and broader contexts for contemporary art nationally and internationally. With a primary commitment to presenting the work of early and mid-career artists from across Canada and around the globe, CAG champions art, artists and ideas that challenge us to transcend the familiar, reimagine the possible, and deepen our understanding of ourselves, one another and the worlds around us.

Building on its previous histories as an artists' service organization and an artist-run centre, CAG has operated as a non-collecting public gallery since 1996. Currently housed in a 6,000-square-foot facility in downtown Vancouver, CAG is within close proximity of 2.5 million people in the Greater Vancouver Area.

CAG carries out its work on the ancestral and unceded lands of the x^wməθk^wəyəm (Musqueam), S_kwxwú7mesh (Squamish) and səlilwətał (Tseil-Waututh) Nations. Our responsibilities to the stewards of the land we occupy extend beyond acknowledgements, requiring ongoing, meaningful contributions to processes of conciliation and decolonization. We are engaged in a process of deepening these commitments in our everyday work.

To learn more about CAG, please visit us at cagvancouver.org