

Job Opportunity

Director of Development

Dawson City Arts Society



Contract Dates: October 10, 2023 (negotiable) until June 30, 2024

Hours: 30 hours / week

Salary: \$51,417 per annum plus benefits

Location: 902 2nd Ave. Dawson City, Yukon

Are you passionate about fostering the arts and strengthening community investment? Do you possess a talent for orchestrating successful fundraising initiatives and crafting strategic visions?

Join KIAC, where we are in search of a skilled Director of Development for a term position to spearhead the growth of sponsorship development, fundraising campaign management, donor cultivation, grant writing, and project management. The role as Director of Development will be instrumental in shaping our organization's trajectory and leaving a lasting impact on our community.

Who We Are: The Klondike Institute of Art and Culture (KIAC) is a vibrant artistic and cultural centre at the edge of the Arctic that cultivates creativity through film, music, visual, literary, and performing arts. We host a variety of festivals, events, exhibitions, and arts education programs in Dawson City, Yukon on Tr'ondek Hwech'in Traditional and Contemporary Territory. We believe that arts and culture creates strong empowered communities.

Who You Are:

- Proven experience in fundraising, with a demonstrated ability to strategize and execute successful campaigns that result in increased financial support.
- Strong aptitude for developing and maintaining relationships with donors, sponsors, and community stakeholders.
- Exceptional strategic thinking and planning skills, with the ability to translate vision into actionable plans.
- Excellent communication skills, both written and verbal, for compelling storytelling, grant writing, and effective engagement.
- Previous experience in arts or cultural organizations is preferred.
- A passion for the arts and a commitment to fostering community connections.
- 3-5 years experience in nonprofit management, or combined education and experience.
- Eligible to work in Canada.
- Must live in Dawson City, Yukon or willing to relocate (financial relocation assistance is not provided).

For a full job description please contact hr@kiac.ca or visit kiac.ca/about/job-opportunities

To apply for this position, submit a cover letter and resume in one PDF file to hr@kiac.ca or drop off in person at the Klondike Institute of Art and Culture, 902 2nd Ave, Dawson City, Attn: Hiring Committee.

Applications without cover letters will not be considered.

KIAC is committed to providing equity in its presentation, programming, and employment for individuals who face systemic barriers. We encourage applications from people from diverse backgrounds and identities.

DEADLINE TO APPLY: Tuesday Sept 12, 2023 at 11:59pm Yukon Time

This position is funded by the Government of Canada's Community Services Recovery Fund delivered through Community Foundations of Canada and the Yukon Foundation.

Klondike Institute of Art and Culture
Dawson City Arts Society
Job Description
Updated August 2023

Position: Director of Development
Hours: 30 hours / week
Salary: \$51,417 per annum plus benefits

A. Summary

Reporting to DCAS President, The KIAC **Director of Development** of Dawson City Arts Society (DCAS) is the chief development and strategic officer. The incumbent is responsible for ensuring that resources, funding, and development activities are robust enough to meet or exceed strategic goals and objectives. This position is responsible for community development partnerships, and revenue generating activities including sponsorships, donations, grant writing, and fundraising. This is a co-executive leadership position with the Director of Operations.

B. Scope of Duties and Responsibilities

1. Fundraising & Financial Development (40%)

- Plans and implements financial development strategy and activities to meet operational and long-term goals
- Develops and maintains relationships with donors, sponsors, and community stakeholders
- Generates earned revenue through developing, implementing, and managing a corporate sponsorship program, fundraising campaigns, and donor cultivation
- Researches and applies for new funding streams to meet operational, staffing, and project development needs
- Maintains accurate donor and sponsorship tracking systems
- Works with the Fundraising Committee (Board and Volunteers) to plan and implement events and fundraising activities
- Works with the Operations Director to develop the annual budget
- Develops an ethical sponsorship policy utilizing best practices

2. Strategic Leadership & Implementation (15%)

- Works with the Board of Directors and Staff to determine organizational goals and priorities, and oversees alignment of KIAC & DCAS development projects with these goals
- Attends Board meetings and ensures that the Board is kept informed of KIAC development activities, including strategic reporting/metrics
- Works with the Operations Director, Staff and Board of Directors to develop organizational policies
- Engages with volunteer member-based committees regarding development projects (ie. Renovation Committee, Artist-in-Residence Future Visions Committee, etc.)
- Ensures that services, funding, and development activities are robust enough to meet or exceed strategic goals and objectives

- Prepares and presents impact-based annual reports to members and stakeholders regarding development activities
- Collaborates closely with departmental Staff teams, including marketing, programming, and administration, to ensure a cohesive approach to organizational growth
- Provides leadership and guidance that fosters a culture of collaboration and creativity

3. Community Development & Relations (15%)

- Develops and maintains relationships with community members and organizations, artists, and representatives of government (municipal, territorial, federal and First Nations)
- Serves on the Klondike Development Organization Board of Directors
- Maintains regular contact with the Yukon School of Visual Arts Director & Governance Council
- Facilitates membership outreach and engagement (membership recruitment, renewal, tracking, and donations)

4. Marketing Management (10%)

- Plans and implements the print and digital marketing & communications strategy, including advertising needs and outlets
- Develops and manage the advertising budget
- Oversees website re-development and ecommerce opportunities

5. Other Duties (20%)

Other duties to be performed in collaboration with the Executive Team and Board of Directors.

- Communication Liaison between Board and Directors and Staff
- Works with Board and Staff on an organizational restructuring project, including developing job duties and roles
- Work with the Board of Directors to discuss and pass motions in regards to policy or organizational requests
- Coordinate the planning, financing and execution of large-scale development projects with the organization (such as building renovation, facility expansion, new program development, capital purchases, and website redevelopment), including reporting to funders and stakeholders
- Manage requests from community partners
- Other duties as needed

C. Qualifications & Skills

- General knowledge of fundraising practices, procedures and standards/compliance
 - Certified Fund Raising Executive (CRFE) credentials are considered an asset
- Experience in an arts related and/or not-for-profit environment reporting to a Board of Directors
- 3-5 years experience in nonprofit management or senior administration, or combined post-secondary education and experience
- Previous experience in arts or cultural organizations and/or arts related education is an asset
- Experience in:
 - Strategic planning and implementation
 - Financial management
 - Fundraising and not-for-profit revenue generation

- Proposal and grant writing, project management and related reporting
- Policy development and implementation
- Knowledge of Dawson City and its resources
- Knowledge, understanding and appreciation of Tr'ondek Hwech'in culture.
- General awareness and understanding of contemporary arts practices, theories, and related issues and activities: locally, regionally, nationally and internationally
- Graphic design skills would be considered an asset
- A passion for the arts and a commitment to fostering community connections
- Knowledge and understanding of DCAS vision and KIAC aims and objectives

Leadership Skills

- Leadership experience at a senior level with the ability to balance day to day responsibilities while executing on high level strategic objectives. Ability to manage a diverse workload within short time lines in a busy workplace.
- Collaborate closely across departments, including marketing, programming, and administration
- Provide leadership and guidance that fosters a culture of collaboration and creativity
- Exceptional strategic thinking and planning skills, with the ability to translate vision into actionable plans

Communication Skills

- Excellent communication skills, both written and verbal, for compelling storytelling, grant writing, and effective engagement
- Excellent verbal and written communication skills including, but not limited to, word-processing, spreadsheets, email, and social media platforms
- Knowledge of administrative platforms and systems including: Google Workspace, Square, Mailchimp, Canada Helps, Wordpress, Eventbrite, and registration platforms
- Demonstrated ability in the use of various media, internet, formal and informal networks to facilitate communications and related advertising/marketing
- Preparing impact-based annual reports to members and stakeholders

Interpersonal Skills

- Must possess curiosity, integrity, and a sense of humour
- Ability to work within a cross cultural and inclusive environment
- Strong aptitude for developing and maintaining relationships with donors, sponsors, and community stakeholders

D. Direction/Decision Making/Accountability

The Director of Development is accountable to the Board of Directors, reporting to the Board President. The incumbent makes decisions and takes direction based on existing policies, procedures, and strategic plans. The Director of Development is able to make financial decisions based on the approved annual budget; decisions outside of the approved budget must be approved by the Board of Directors.

E. KEY CONTACTS & Nature of contact

Contact	Nature of Contact
Dawson City Arts Society Board of Directors	Collaborate on strategic planning and organizational direction; participate in monthly meetings
DCAS committees	Work closely with the strategic, finance, and executive committees
KIAC Staff	Work collaboratively across departments
Klondike Development Organization	Serve on Board of Directors, attend meetings
Yukon School of Visual Arts	Work closely with Director & Governance Committee, attend meetings as needed
Partnering Organizations	Develop and maintain relationships with community members, organizations, and representatives of government (municipal, territorial, federal and First Nations)

F. Working Conditions and Requirements

Work is carried out in a typical office environment. The incumbent must be available during regular business hours (schedule to be determined with the successful candidate). The possibility for an in-person/remote hybrid schedule may be approved on a case-by-case basis. The incumbent will be required to work occasional evenings and weekends, with occasional travel required. The ability to lift/push/pull up to 20 lbs occasionally (i.e. tables/chairs, equipment, etc) is required as the incumbent may assist with set-up for meetings & special events.

G. Conditions of Employment

- Conflict of Interest Declaration
- Code of Conduct Declaration
- Eligible to work in Canada
- Reside in Dawson City, Yukon or willing to relocate (financial relocation assistance is not provided)