



## Development Officer

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**Application Deadline:** January 2, 2025

**Start Date:** February 3, 2025

**Annual Salary:** \$50,000 plus a comprehensive benefits package

**Term:** Full-time, permanent

### About Us

The Gardiner Museum leverages the powerful storytelling attributes of ceramics, its history, and its universality to serve as an engaging and essential civic institution in the city of Toronto. Our work includes a full roster of exhibitions, programs, and hands-on classes, while also stewarding a significant permanent collection. With over 5,000 objects from the Ancestral Americas, Europe, Japan, and China, as well as an important collection of contemporary Canadian and international works, the Gardiner is among the few museums in the world focused on ceramics and is one of the world's most notable specialty museums.

This is an exciting time to join the Gardiner team. The institution is undertaking its largest capital project in two decades and will be launching a new multi-year strategic plan in early 2025. You can learn more about the Gardiner's transformation at [gardinermuseum.on.ca/fromthegroundup](http://gardinermuseum.on.ca/fromthegroundup).

### The Position

The Development Officer is part of a three-person team that oversees the Gardiner's fundraising, membership, and volunteer program. The role provides administrative support across these three areas of the departmental portfolio, reporting to the Manager of Membership & Volunteer Services, while working closely with the Chief Development Officer.

The ideal candidate is passionate about the arts and understands the vital role that philanthropy plays in sustaining the cultural sector. They will be excited by the opportunity to work alongside and learn from colleagues in curatorial, education, and programming departments. They pride themselves on their organizational skills and have a keen eye for detail. They will be responsible for mastering systems to track and manage record-keeping and will confidently oversee these processes. They will have strong written communication skills, leveraged to support the Gardiner's annual grant and foundation applications.

### Responsibilities

- Maintain up-to-date donor records using the Gardiner's CRM (Raiser's Edge), including tracking pledges and gifts, and processing payments from donors
- Oversee the process of receiving gifts, including issuing tax receipts and writing thank you letters
- Ensure the accuracy of cross-departmental records by reconciling monthly reports provided by the Finance team
- Serve as a point of contact for phone and email inquiries from Gardiner members or about Gardiner membership
- Manage weekly and monthly membership administration, inclusive of monthly reminders to expiring members, and processing new memberships on a weekly basis

- Support the volunteer program by liaising with colleagues to determine the need for volunteer support at various programs and events, manage volunteer shifts within the Better Impact system, and support the work of the Manager of Membership & Volunteer Services throughout processes of volunteer intake and training
- Support the writing and editing of annual and project-based grant and foundation applications and reporting
- Review marketing materials to ensure appropriate donor recognition and adherence to contractual obligations
- Undertake research to identify prospective revenue sources for a variety of Gardiner initiatives
- Attend Development events as required

### **Conditions of Employment**

This is a full-time position with the option to work remotely one day per week. Occasional evening work can be anticipated in relation to Museum events, with a time-in-lieu system in place.

This position provides 15 vacation days annually. Following a three-month probationary period, employees receive comprehensive health and dental benefits and an RRSP matching program.

The Gardiner Museum is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Reasonable accommodation for disabilities will be provided, on request, to support the applicant's participation in all aspects of the recruitment and selection process.

### **Application Process**

To apply, candidates should submit a letter of interest and CV in one PDF document to [hr@gardinermuseum.com](mailto:hr@gardinermuseum.com). Please reference "Development Officer" in the subject line.

Applications will be reviewed on a rolling basis until the position is filled. The hiring process will involve a 15-minute screening call, followed by an in-person interview. A reference check will precede any offer of employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For more information on the Gardiner Museum, please refer to our website: [www.gardinermuseum.on.ca](http://www.gardinermuseum.on.ca).