



THE CANADIAN CANOE MUSEUM
LE MUSÉE CANADIEN DU CANOT

Philanthropy Associate

THE ORGANIZATION

The Canadian Canoe Museum in Peterborough, Ontario, stewards the world's largest collection of canoes, kayaks and paddled watercraft. More than 600 in number, the watercraft and their stories have an essential role to play in understanding our past – and our collective future. As part of their responsibility for this cultural asset of national significance (Senate of Canada, 2013), they are building it a new home that aspires to be as innovative as the canoe itself.

The new museum will ensure that a fundamental part of Canadian heritage is not lost. The museum has a national role to play but is limited by its lack of suitable space and its inland location. The new museum and all that it encompasses and enables, is foundational to the realization of a strong, sustainable national organization.

The construction of this new museum is being supported by a \$65 million *Inspiring Canada by Canoe* campaign. Prior to the COVID-19 global pandemic and the recent need to change sites of the new build project, we raised over \$45 million. With a new site identified and the planning for a campaign to re-launch, the organization is at an exciting point in its journey.

THE OPPORTUNITY

The Canadian Canoe Museum is seeking a Philanthropy Associate to join the museum team on this transformational journey. The successful candidate will join a dynamic group that is bringing to fruition a major cultural infrastructure project that will be the new home for a nationally significant collection. This position has the unique role of working with an inspiring base of leadership donors, government partners and highly committed volunteers and staff that are investing time, talent and resources into the realization of the vision of a new museum. This opportunity allows one to be part of the museum's community in a role that will enable professional growth and learning with the potential to be part of the team that will open the new museum and grow with it as it evolves and transforms over the years.

Providing campaign support for the Executive Director and leadership team, the Philanthropy Associate will play a key role in the day-to-day fundraising activities that will lead to the successful realization of the campaign's goals. This individual will be responsible for supporting donor cultivation and donor stewardship activities and capturing and maintaining campaign-related information in a comprehensive database.

RESPONSIBILITIES

- Supports the campaign's cultivation and solicitation activities, including proposal development, donor engagement, visits, follow-up, etc.
- Supports leadership team with tracking and oversight of fundraising activities
- Supports the Chair of Philanthropy Committee with agenda setting, compilation of meeting packages, and taking of minutes.
- Identifies and supports grant submissions focused on the capital campaign
- Prompt and accurate database entry and management of all campaign-related activities including call

- reports, files, contact info etc.
- Supports the development of communications tools for campaign fundraising
- Supports fundraising strategies and activities to ensure proper acknowledgement, recognition and stewardship of donors
- Carries out accurate receipting and entry of all campaign gifts
- Ensure that best practices and standards are adhered to in all areas of development activity

THE CANDIDATE

The Canadian Canoe Museum is looking for a highly self-motivated professional to work collaboratively with an experienced team to reach ambitious but achievable goals.

The ideal candidate will possess the following knowledge, experience, skills and attributes:

- Experience in the effective support of leadership teams for major gift fundraising;
- Previous experience working on a capital campaign would be an asset;
- Proven experience and excellent understanding of CRM donor and fundraising data management tools like Sumac;
- Adeptness at planning, prioritizing, multi-tasking, organizing, and stewarding project and plans while remaining highly energetic and focused;
- Strong verbal and written communications skills;
- Strong public relations skills and the ability to cultivate relationships with and communicate effectively with donors, volunteers and other stakeholders;
- Superior collaborative and interpersonal skills;
- Strong work ethic, superior organizational skills, resourcefulness, and flexibility;
- Good knowledge of fundraising principles and processes;
- Excellent knowledge of Canada Revenue Agency's receipting rules;
- Ability to work with sensitive information with complete confidentiality;
- Proficiency in Microsoft Excel and/or Google Sheets;
- Experience with Adobe Creative suite (InDesign, Photoshop) or other publishing/design software programs is an asset.

TERMS

Compensation range \$45,000-\$55,000

Full time, 1-year contract renewable, beginning January 2021

Reports to Executive Director

The position requires flexible work hours, ability to work remotely and connect via videoconference, as well as occasional evening and weekend meetings to meet the objectives of the position.

The Canadian Canoe Museum has implemented COVID-19 health and safety policies for staff, volunteers and visitors and continues to monitor and adhere to public health guidelines. As such, remote work will be required.

The Canadian Canoe Museum is committed to building a diverse workforce and strongly encourages qualified applicants from all backgrounds to apply.

Must possess a valid driver's license, have access to a car and willing to occasionally travel within Ontario.

The successful candidate will have excellent relationship management skills, be highly driven, results-oriented and have a willingness to learn and grow in the position. If you would like to be part of a dynamic

team of individuals as we journey toward our new museum at the water's edge and be a part of history in the making, email a cover letter and your confidential CV attention to Carolyn Hyslop, Executive Director to hr@canoemuseum.ca by 5:00 p.m. on January 8, 2020.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.