



Capital Campaign Coordinator

Full Time, permanent

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Dance, Theatre, and Visual Arts. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change kids' lives in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—things they carry with them for life. Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We reach close to 21,000 students every year, with nearly 80% participating at little to no cost.

Now celebrating its 40th year, Arts Umbrella will be moving into the South Building of the former Emily Carr University of Art + Design on Granville Island in late 2019. This exceptional opportunity will allow Arts Umbrella to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella is an organization full of heart, where self-expression and creativity are valued and nurtured.

The Opportunity

Reporting to the Senior Director, Development and Building Campaign, the Capital Campaign Coordinator will be accountable for managing the administrative portfolio to support the \$20M private sector capital campaign. As part of the overall development team, the Coordinator will provide leadership in supporting the Senior Director with all aspects of the capital campaign through cultivation to stewardship of leadership donors.

Key responsibilities include, but not limited to the following:

- As an effective communicator and writer, work with the Senior Director to develop engaging donor proposals, presentations, and impact reports.
- Steward donors and stakeholders and work with key team members to ensure timely and accurate fulfillment of required reporting, partnership agreements and recognition plans.
- With the Senior Director, plan events, presentations and engagements that support organizational and fundraising strategies.
- With the Senior Director to review, analyze or negotiate contracts or logistics related to partnerships or donations of product (GIK).
- Conduct research and develop briefing notes, presentations or analysis for senior leadership and board members.
- Collaborate on fundraising, communication and donor relation strategies to achieve long-term fundraising objectives.
- Develop and maintain strategic relationships with community volunteers, committee members and ambassadors in support of fundraising goals.
- Contribute and support fundraising and administrative infrastructure and its suite of tools to ensure consistency and adherence to CRA guidelines.
- Ensure the integrity and usability of donor data and financial processes to maximize fundraising activities and meet organizational reporting through tracking of all prospecting and account management activities.
- Actively involved in the capital campaign.
- Supports the Senior Director in other duties that contribute to the successful operation of the department.



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- Collaborates effectively with Arts Umbrella faculty, administration, and staff to maximize results.

Here is what you bring

- Bachelor's degree or comparable experience.
- Minimum of three years' experience in fundraising, or the capacity to learn.
- Proven experience cultivating, soliciting and stewarding donors.
- Experience in working with volunteer leaders and volunteer committees.
- Superior interpersonal, oral and written communication and presentation skills with the ability to represent the organization's mission and interests to a diverse group of people.
- Excellent user of office technology and information systems (including Word, Excel, Outlook, PowerPoint) and donor databases, preferably Raiser's Edge.
- Demonstrated ability to establish and monitor priorities, detail oriented, meet deadlines, while working in a fast-paced environment.

Team fit is very important in this close-knit organization, so we are looking for someone who builds strong relations, and is passionate and driven. We take pride in the diverse mix of personalities that makes Arts Umbrella the quality organization it is today. As a caring organization, we make it a priority to foster a positive work environment by recognizing the efforts of our staff, and promoting a balanced work/family life.

How to apply

If you have what it takes and are looking for a great opportunity to work within a forward-thinking organization, send your resume and cover letter to job@artsumbrella.com no later than **5:00PM Monday, June 3, 2019** indicating **Capital Campaign Coordinator** in the subject line. We will review resumes as they arrive and schedule interviews when appropriate.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. ***No phone calls please.***