



Annual Giving Officer

Employment Type: Permanent, Full-time position (5 days per week, 35 hours per week)

Location: Granville Island

About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their passion and creativity in the visual and performing arts. As a non-profit charitable organization entirely dedicated to arts education for children and youth, we believe that art is powerful. A professional faculty delivers a wide range of instruction at every level, including post-secondary scholarship programs across the spectrum of creative fields. With locations in Vancouver and Surrey, Arts Umbrella delivers tuition-based programs as well as donor-funded community-based programs. Each year, Arts Umbrella serves more than 20,000 young people, with 73% participating at like to no cost, through donor-funded community programs, bursaries, and scholarships.

Recently Arts Umbrella opened the doors of its new, 50,000 net-square-foot facility on Granville Island. With this exceptional opportunity, Arts Umbrella is poised to further our vision for a better world where the next generations are inspired to seek wonder through the arts. 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 of Fund Development, and working collaboratively to contribute to the success of the entire Development team, the Annual Giving Officer will have the unique opportunity to implement and coordinate Individual Giving campaigns as well as Alumni and Parent Engagement. The Annual Giving Officer will also participate in on-going planning and execution of our two annual signature fundraising events, Splash and the Nicola Wealth Invitational.

In this role your responsibilities will include:

INDIVIDUAL GIVING / ALUMNI & PARENT ENGAGEMENT

- Ensure annual gift program is highly efficient, effective, ethical and well leveraged.
- Lead and implement the annual spring, fall, and year-end campaigns.
- Focus on increasing recurring monthly gifts and increasing annual giving gifts up to \$5,000.
- Meet and exceed annual revenue goals.
- Work with the Senior Director of Fund Development and key Arts Umbrella team members to research, develop, and execute parent and alumni engagement programs.
- Assist with donor research and prospecting
- Preparation of fundraising proposals and applications which are highly efficient, ethical, and well leveraged.
- Participate in annual planning, budgeting and goal setting.

SIGNATURE FUNDRAISING EVENTS

- Be the central point for coordinating and managing teams of volunteers to support Arts Umbrella signature events (Splash and the Nicola Wealth Invitational to benefit Arts Umbrella).
- Lead signature event day of volunteer engagement strategy, including recruitment, training, and management on event day.
- Oversee and manage volunteer stewardships and recognition program.
- Support event production as directed by the Director of Special Events.



THIRD-PARTY FUNDRAISING

- Proposes and implements Special Events and Third-Party Fundraising plans and programs, including methods, organization, timelines, recordkeeping, database tracking, budgets, policies, research, recognition and acknowledgements.
- Works with individual donors, clubs, schools, and organizations that wish to partner with the agency for fundraising efforts.
- Coordinates event planning with the Fund Development team including logistical details such as budgets, vendor relations, and timelines for each event.
- Ability to positively and professionally represent Arts Umbrella in a variety of venues.

OTHER

- Collaborate effectively with Arts Umbrella faculty, administration, and staff to maximize department success and overall fundraising results.
- Supports the Senior Director in other duties and tasks as needed including the contribution to the successful operation of the department.
- Report any unsafe conditions, practices or injuries as soon as possible and take appropriate actions.
- Performs related duties in keeping with the purpose and accountabilities of the job.

Here is what you bring

- Bachelor degree or equivalent combination of education and experience.
- Minimum of three years' experience in non-profit fundraising, or the capacity to learn.
- Proven experience cultivating, soliciting and stewarding donors.
- Experience executing alumni and parent giving and engagement campaigns is an asset.
- Experience in working with volunteer leaders and managing volunteers.
- 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.
- Experience using programs such as Microsoft Office including Word, Excel, PowerPoint, Adobe programs such as Acrobat Creative Suite including InDesign, and a donor database, preferably Raiser's Edge.
- Ability to work successfully in a fast-paced environment with a high degree of attention to detail, and excellent organizational skills.
- Ability to establish and monitor priorities, remain flexible, and meet deadlines.
- Ability to work independently as well as on a team.

Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

How to apply

Send your resume and cover letter to job@artsumbrella.com, indicating **Annual Giving Officer** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

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