

**JOB DESCRIPTION:****Pay Group 7****1. General**

Reporting to the Director of Development, the incumbent is responsible for implementing and managing a multi-pronged program targeted at corporate relationships and sponsor partnerships to generate financial contributions and in-kind donations to meet the Museum's operational needs. In addition, the incumbent manages a revenue plan that includes sponsorships, donations and ticket sales as well as logistics for the Museum's annual Tribute Gala.

Criminal record and child abuse checks will be required of the successful candidate.

**2. Key Accountabilities & Typical Duties****A. Priority 1 – Fundraising**

To fundraise to meet or exceed the annual Corporate Partnership revenue target and support special project fundraising initiatives.

- i. Plan, research and identify operational programs and special projects suitable for corporate sponsorship.
- ii. Identify corporate prospects, prepare proposals and solicit support in the community to meet or exceed annual budget goals.
- iii. Manage sponsor relations including research, cultivation, writing and completion of sponsorship agreements, impact reports, benefit activation, stewardship and tracking.
- iv. Track existing sponsor activity and maintain an updated prospect database using Raisers' Edge.
- v. Work closely with the Communications Department to develop sponsor benefits and ensure fulfillment of agreed-upon recognition for sponsors.
- vi. Support the Director in preparing the annual Fund Development Plan (including strategies, activities and revenue targets) to be included in the annual performance management goal setting.

**B. Priority 2 – Event Planning and Execution**

In consultation with the Director, plan, execute and evaluate the Annual Tribute and other key corporate and institutional fundraising and stewardship events, ensuring that the net projected budget is met or exceeded where applicable and the Museum's brand is advanced in the community. Position-specific responsibilities include:

- i. Setting event financial, attendance and relationship goals and being responsible for meeting or exceeding them.
- ii. Overall event planning, execution and post-event evaluation to ensure continuous improvement and higher future net revenues and other metrics.
- iii. Primary liaison to event sponsors; managing the relationship from the initial ask-through to sponsor fulfillment.
- iv. Participate in strategic planning and honouree selection for the Tribute as required.
- v. Manage contacts with Tribute Honouree and Tribute Chair as appropriate.
- vi. Establish an event timeline and manage the execution of the event to ensure integration with overall Museum activity.
- vii. Evaluate and report on the Tribute and maintain accurate records of event development processes and results in Raiser's Edge.
- viii. Maximize the opportunity to build new relationships with donors and sponsors through strong event management and post-event stewardship.



- ix. In conjunction with the Donor Relations Coordinator, ensure all financial processing related to the event is completed promptly.
- x. Secure and assign support roles to other Development staff, in consultation with the Director of Development, as needed to successfully execute Museum special events.

C. Priority 3 – Relationship Management

To assist the Director of Development with the ongoing development and implementation of the Museum's stewardship program as it relates to corporate partners, ensuring effective sponsor relationship management.

- i. Manage stewardship of existing and prospective corporate sponsors, with a special focus on renewing existing relationships and achieving multi-year sponsorship agreements.
- ii. Keep an updated profile of all sponsor and prospect activity in Raiser Edge, mining data as required.
- iii. Ensure effective sponsor, donor and supplier relationship management concerning sponsorship and event programming through negotiating service contracts and gifts-in-kind and working closely with service suppliers.

D. Perform other duties as reasonably assigned

**MINIMUM REQUIRED QUALIFICATIONS:**

1. Skills, Abilities and Knowledge

- i. Thorough and current knowledge of fund development theory, principles, ethics and practices with a special focus on corporate donors.
- ii. Knowledge of promotions and marketing practices and techniques.
- iii. Knowledge of businesses, corporations, foundations and other funding agencies in Manitoba and Canada.
- iv. Experience in managing special events and stewardship programs
- v. Ability to work both independently and as a team member on multiple projects and priorities.
- vi. Ability to write complex proposals and reports.
- vii. Diplomacy and human relations skills for frequent contact of a sensitive nature for such purposes as influencing, negotiating, and securing the cooperation of others.
- viii. Strong commitment and ability to maintain confidentiality.
- ix. Strong organizational skills, a high level of initiative, creativity, diplomacy and discretion in working with the Board of Governors, its committees and the public sectors.
- x. Knowledge of Museum operations, policy and procedure.
- xi. Hands-on ability with computer software, the Internet, and Raisers Edge.
- xii. Ability to perform an occasional activity where standing and lifting objects that weigh up to 10 kg. is required.

2. Education, Training and Experience

- i. Minimum of a certificate in a recognized fundraising program (a degree/diploma would be considered an asset)
- ii. Minimum of five years of related experience (specifically in fundraising, sponsorship and special events),
- iii. Completion of the Certified Fund Raising Executive (CFRE) designation process is considered an asset, or
- iv. An equivalent combination of education and experience.



This is a full-time permanent position. The salary starts from \$50,961.22 to 60,850.32 p.a. Please submit your application to:

Manager of Volunteer & Employee Relations  
The Manitoba Museum  
190 Rupert Avenue  
Winnipeg, MB R2B 0N2  
Email: [hr@manitobamuseum.ca](mailto:hr@manitobamuseum.ca)  
Fax: (204) 942-3679

*The Manitoba Museum is committed to inclusion and employment equity and welcomes diversity in the workplace. This document is available in other formats and accommodations will be provided throughout the selection process upon request. Contact Human Resources at 204-956-2830 if you have an accommodation request.*

*We thank all applicants for their interest; however, only those being considered for interviews will be contacted.  
We are not able to acknowledge receipt of applications submitted via Fax or mail.*