



Job Posting: Development Officer

Full Time (35 hours per week, flexible, may involve some evenings and weekends)

Rate of pay: \$50,000-\$58,000

Application deadline: May 19, 2023

Start date: June 5, 2023

About OMAH:

The Orillia Museum of Art & History (OMAH) is the steward of the community's art, history and culture by being actively engaged in the community and responsive to its needs. The museum creates exhibits and programs that will inspire the community to explore, experience and engage with art, local history and culture, as well as support Orillia and area's growing arts and cultural community by providing facilities for workshops, education, and professional development. OMAH's mission is to provide inclusive space to engage community, inspire creativity and celebrate culture, by exploring art and history.

Purpose of Position:

OMAH is a not-for-profit charitable organization supported by numerous stakeholders and community partners. The Development Officer is responsible for developing, implementing, and overseeing revenue generation programs and campaigns to support the sustainability of the museum over the long term.

Duties and Responsibilities:

1. Develop, implement and evaluate a comprehensive revenue generation strategy with targets and timelines that includes the following components:
 - Planning direct appeals to members, volunteers and community leaders using face-to-face meetings, tours, email, social media and direct mail
 - Identifying and building relationships with both private and corporate donors and sponsors who may be aligned with OMAH's exhibitions as well as with capital and operational fundraising initiatives
 - Developing an effective stewardship plan for sponsors, donors, supporters and Sir Sam's Society members to ensure continuing engagement and participation over the long term
2. Design and implement targeted fundraising campaigns as required to support specific capital or operational initiatives
3. Design and implement a stewardship plan including prompt and effective donor communication

4. Research, identify and make application for corporate, foundation and government grants that align with and support OMAH's operations and capital expenditure needs
5. Research and recommend membership benefits and develop and implement a membership engagement plan with targets for growth
6. Develop and implement regular reporting mechanisms to keep the Executive Director up to date on targets, metrics and achievements
7. In cooperation with the Fundraising Committee and event chairs, plan, support, and execute fundraising events, including two annual signature events.

Knowledge:

- Post-secondary education related to the role
- Two-three years' working in a communications or development role
- Experience in the not-for-profit sector
- Demonstrable track record in development
- Working with volunteers an asset
- Interest in community engagement, arts, heritage, culture

Skills:

- Excellent computer software skills, in particular, using Excel, Word, social media, and database/CRM software, such as Salesforce
- Strong computer, organizational, communication (written and oral), problem solving skills
- Neat, organized, able to work independently and interdependently, welcoming to the public
- Flexibility to adjust to dynamic work environment
- Ability to remain calm and interface effectively with members of the public
- Courtesy towards colleagues

Abilities:

- Work as a team member and independently, meet deadlines, creative thinker, innovative
- Proactive problem solver
- Friendly and outgoing
- Accountable and reliable

OMAH is an equal opportunity employer and encourages applications from qualified candidates from visible minority groups, women, Indigenous persons, persons with disabilities, persons across the spectrum of gender identities, and others with the skills

and knowledge to productively engage with diverse communities. Should you require accommodation during the interview process, please let us know so we can accommodate your needs.

To apply please forward your cover letter and resume to executivedirector@orilliamuseum.org in a single PDF document. Please note that we will only reply to candidates selected for consideration and interview.