



**Part-Time Fundraising Coordinator
Tom Thomson Art Gallery
Job Posting # 2025-13
Closing Date: March 21, 2025**

The Tom Thomson Art Gallery is seeking a dedicated and enthusiastic Part-Time Fundraising Coordinator to support its mission of inspiring creativity and engagement through art. The successful candidate will play a key role in developing and managing sponsorship opportunities and donor programs, supporting fundraising events, and identifying and securing project grants. This position is ideal for a self-motivated and energetic individual with strong communication skills and a passion for the arts.



The Tom Thomson Art Gallery is a public art gallery located in Owen Sound, Ontario. The Gallery is dedicated to presenting and exploring contemporary and historical art through exhibitions and public programming. The City of Owen Sound is located on the southern shore of Georgian Bay in a valley below the limestone cliffs of the Niagara Escarpment. It lies at the foot of the Bruce Peninsula, famous for its exceptional geography. Known as the Scenic City, Owen Sound features an expansive harbour and bay, winding rivers, tree-lined streets, extensive parks and trails and a thriving, historic downtown. Once named a Cultural Capital of Canada, Owen Sound has a vibrant and dynamic arts community.

The successful candidate will preferably have a University Degree in Communications, Arts Administration, Non-profit management, a related field or equivalent education and experience. One to Three years of proven experience in fundraising, event planning, sponsorship development, or grant writing experience is an asset. Experience in a municipal setting is also an asset.

Skills and Competencies at the working level:

- Proven experience in fundraising, event planning, sponsorship development, or grant writing.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills with attention to detail.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite and fundraising or CRM software (e.g., Raiser's Edge, DonorPerfect) is an asset.
- Knowledge and appreciation of the arts and cultural sector.
- Excellent time management and organizational skills.
- Accuracy and attention to detail.
- Ability to interact professionally and effectively with all staff and community partners, exercising sound judgment, tact, and diplomacy.

The wage rate for this position is \$29.68/hr to \$36.19/hr. The entire job description can be found below. To explore this opportunity further, we invite applicants to forward their resume and cover letter referencing job number 2025-13 by Friday, March 21, 2025 at 4:30 pm to:

Human Resources Department
hrijobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the Human Rights Code and the Accessibility for Ontarians Disabilities Act, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.



JOB DESCRIPTION

Department: Community Services

Division: TTAG

Job Title: Fundraising Coordinator

Union: Non-Union

Direct Supervisor: Director and Chief Curator

Revision Date: March 6, 2025

Position Summary and Scope: Reporting to the Director and Chief Curator, the Part-Time Fundraising Coordinator will support the Gallery's mission of inspiring creativity and engagement through art. The incumbent will play a key role in developing and managing sponsorship opportunities and donor programs, supporting fundraising events, and identifying and securing project grants. This position is ideal for a self-motivated and energetic individual with strong communication skills and a passion for the arts.

Duties and Accountabilities:

1. Sponsorship Development

- Identify and cultivate relationships with potential corporate sponsors and community partners to support events, exhibitions and programs.
- Develop compelling sponsorship packages and presentations tailored to potential partners.
- Create and implement sponsor promotion and recognition programs.
- Develop communications to nurture sponsor relationships, including newsletters and thank-you letters.
- Meet established annual fundraising revenue targets for sponsorship.

2. Fundraising Events

- Support the planning and delivery of fundraising events.

- Support the development of promotion for the events as well as ticket sales.
- Collaborate with staff, volunteers, and community stakeholders to ensure successful event execution.
- Evaluate fundraising event outcomes to guide future planning.
- Meet annual established fundraising revenue targets for fundraising events.
- Provide administrative coordination for all aspects of fundraising events as required.

3. Grant Writing

- Research and identify potential grant opportunities from public and private funding sources.
- Write and submit grant applications in accordance with the City's Grants Policy, ensuring alignment with the Gallery's goals and requirements.
- Track grant deadlines and reporting requirements and ensure compliance with funder guidelines.

4. Donor Engagement

- Review the current donor program and make recommendations for improving it.
- Establish a donor database and track contributions.
- Create and implement donor engagement and recognition programs.
- Develop communications to nurture donor relationships, including newsletters and thank-you letters.
- Work with the Exhibition and Engagement Assistant to promote donor opportunities.

5. General Administrative Support

- Maintain accurate fundraising records and documentation.
- Prepare fundraising progress reports for management and stakeholders.
- Assist with other fundraising initiatives as required.

Employee Health & Safety Responsibilities:

Carry out work in a safe manner, preventing safety hazards to the incumbent and others;

Actively participate in all COS safety initiatives and trainings;

Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation.

Follow all COS policies and procedures as well as the Occupational Health and Safety Act.

For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28

Educational Requirements:

Details – Specialty, major etc.: Bachelor's degree in a related field (e.g., Communications, Arts Administration, Nonprofit Management) or equivalent experience.

Skills and Competencies at the working level:

- Excellent written and verbal communication skills.
- Strong organizational and time management skills with attention to detail.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite and fundraising or CRM software (e.g., Raiser's Edge, DonorPerfect) is an asset.
- Municipal experience an asset.
- Knowledge and appreciation of the arts and cultural sector

Experience at the working level:

Previous Work-Related Experience (# of years or months): 1 to 3 years of proven experience in fundraising, event planning, sponsorship development, or grant writing.

Positional on-the-job training required (# of weeks or months):

Working Relationships:

This position works with Gallery and City staff, community organizations and partners, students/interns, donors, sponsors, volunteers and the public. Maintaining excellent rapport with various stakeholders is paramount.

Independence of Decision Making:

Has established policies & procedures: Yes

Supervisor or lead hand usually available: Yes

Problem solves within clear guidance and/or past practice Yes

Physical Demands: Length of time/repetitions/weight in average working day.

Computer Use: up to 7 hours per day

Walking: up to 5 hours per day

Standing: up to 5 hours per day

Sitting: up to 5 hours per day

Lifting: up to 20lb

Ladder Climbing: No

Exposure: paint

Other:

Working Conditions:

Hours of work: up to 20 hours per week

Shift length: up to 7 hours

Shift Schedule: Thursday - Saturday

Additional Comments: Some irregular hours, including weekends or evenings, will be required from time to time.

Consequence of Errors:

- Errors in marketing materials could cause public relations issues
- Lack of customer service could result in loss of visitors, patrons and/or negative feedback
- Errors in grant application documents could result in loss of funding