

Research Associate / Writer WAG Inuit Art Centre Capital Campaign

Closing Date

June 8, 2018 or until a suitable candidate is found.

An Exciting Project

The Inuit Art Centre being built at the Winnipeg Art Gallery will change our Province. We know that as Manitoba and Canada search for meaningful reconciliation, the Inuit Art Centre is one path to cultural understanding. It will share art, history and culture between Canada's North and South, and ensure Inuit feel inspired and empowered to share their art and culture with the world.

As the only Centre of its kind in the world, this is an important project for our Province. And we're looking for the right person to join the team to help ensure the Centre becomes a reality.

Inuit Art Centre Campaign Writer and Research Associate is a term position, reporting to the Campaign Director. In this role, you will

Research

- Support the campaign by identifying prospective lead and major-gift donors.
- Provide in-depth research on prospective donors including individuals, corporations and foundations.
- Prepare and maintains up-to-date profiles on major donors, prospects and volunteers.
- Manage and assist in building the prospect pool.
- Participate in campaign activities and events.
- Support the work of the capital campaign staff, cabinet and volunteers.

Writing

- Create written materials to support fundraising, including proposals, letters, stewardship materials and grant requests.
- Develop story ideas for public relations and marketing.
- Write articles for communication materials

Required Skills

- Proven experience researching, engaging and stewarding donors at a variety of levels.
- Excellent communication skills both verbal and written with the ability to write, edit and proofread documents.

- 2 to 3 years' experience writing successful grant proposals in fundraising or capital campaigns.
- A good knowledge base of Winnipeg's philanthropic community will be an asset, as well as knowledge of current public, community and political affairs.
- Post-secondary education in a related field or equivalent education and experience.
- Skilled at negotiating, exchanging ideas, opinions and information with others and in working as a collaborative member of a diverse team.
- Ability to self-manage and motivate.
- Complies with the Association of Fundraising Professionals (AFP) Donor Bill of Rights and Code of Ethical Principles and Standards.
- Advanced working knowledge of Microsoft Office Suite (Word, Excel, Outlook).

How to Apply

Interested candidates should submit in electronic format, a covering letter and their resume through to humanresources@wag.ca

Applications will be accepted until June 8, 2018, or until a suitable candidate is found.

The Winnipeg Art Gallery embraces the principle of employment equity and encourages applications from Indigenous persons, women, persons with disabilities, and visible minorities.

The WAG thanks all those who apply, please be advised that only those applicants who are selected for interviews will be contacted