

Manager, Philanthropy
Regular Full-Time
(35 Hours per week)

ART + AUDIENCE + LEARNING

Located in Toronto, the Art Gallery of Ontario is one of the largest art museums in North America, attracting approximately one million visitors annually. The AGO Collection of more than 120,000 works of art ranges from cutting-edge contemporary art to significant works by Indigenous and Canadian artists and European masterpieces.

We are currently seeking a **Manager, Philanthropy** to join our **Development - Major and Planned Giving Team**. Under the direction of the **Associate Director, Philanthropy and Planned Giving** the incumbent will manage a portfolio of donors focused on but not limited to foundations and government grant programs, with a goal to independently raise and steward \$1.5 million+ annually in donations. They will guide all phases of grant administration for the AGO's Development Department.

Under the direction of the Associate Director, Philanthropy and Planned Giving, and in collaboration with colleagues from across the museum, the Manager, Philanthropy, will provide expertise and effective project and relationship management skills to achieve revenue goals and portfolio growth. Working with a partnership approach, the position is responsible for maintaining and enhancing donor key relationships. The Manager, Philanthropy serves as a liaison and ambassador as well as serving as a representative for the Development Department on a variety of key museum initiatives.

As a member of the Development team, this role contributes to realizing the AGO's mission and our vision to lead global conversations from Toronto through extraordinary collections, exhibitions and programs and by reflecting the people who live here. The AGO is also taking steps to build our capacity to actively work on addressing issues of inclusion, diversity, equity and accessibility in our galleries, programming and workplace. We have embedded diversity and inclusion into our strategic plan and ongoing priorities and all AGO staff contributions are key to achieving these goals.

What is this position responsible for?

- Through proactive relationship management, achieves annual revenue goal of \$1.5 million+. With a goal of building the AGO community, develops and implements strategies to identify, solicit, secure and steward existing and new donors with a focus on but not limited to foundations and government grants. Activities will also include research, preparing briefing notes, correspondence, proposals, impact reports, coordinating and leading meetings.
- Serves as day-to-day point person for grant administration across the Development Department, including management of information collection and the ability to lead complex application, reporting and compliance processes in accordance with grant terms.
- Conducts ongoing research on foundation and government funding opportunities. Stays apprised of industry trends and provides related thought leadership and expertise in program and strategy development.
- Complies with Development Operations documentation including completing professional and timely follow-up activity from prospect meetings; proposal and data tracking,

correspondence; call reporting and updating records in the database. Collaborates with Development Operations and Donor Relations to ensure gift and grant agreements are processed effectively and efficiently and documented.

- Participates as a division representative on museum groups and committees as assigned. Act as a Gallery representative at external functions as required.
- Performs other duties as assigned.

What are we looking for?

- 3-5 years directly related experience in foundation and grant administration and major gift fundraising
- Strong understanding of granting programs
- Directly related experience in developing and designing persuasive proposals, including project budgets
- Solid experience managing a portfolio and achieving revenue targets
- Excellent verbal and written communication skills
- Strong project management skills; well-organized, detail-oriented, effective at follow-through and priority setting
- Effective comprehension and application of confidentiality and diplomacy
- Well-developed computer literacy including development/fundraising applications, spreadsheets and CRM
- Experience working in complex non-profit organization
- Passion for art; knowledge of art, an asset
- University degree or equivalent education and experience
- Commitment to museum's core values:
 - Lead with quality.
 - Be inclusive and accessible.
 - Lead with contemporary relevance.
 - Be adaptable and flexible.
 - Achieve financial equilibrium.

What are the benefits of working at the AGO?

- Discounts to GoodLife Fitness.
- Free tickets to every major exhibit at AGO.
- Discounts to major attractions as a part of the Provincial/City Reciprocal Programs.
- Free admission to the AGO for friends and family, discounts at the gift shop, bistro, and Learning Centre.

If this sounds like the opportunity you are looking for, apply now!

Our commitment to Diversity, Equity, Inclusion and Accessibility:

At the AGO, we lead global conversations from Toronto through extraordinary collections, exhibitions, and programs, reflecting the diverse community we serve. Committed to fostering inclusion, diversity, equity, and accessibility, we embed these values into our strategic plan and ongoing priorities.

To Apply:

Please submit your resume and cover letter outlining your relevant experience and qualifications online at <https://app.jobvite.com/j?cj=oGUovfwd&s=CAGP> If you would prefer to submit your application in person, please address it to the People Division and leave it with our Shipping Dock,

located at the Jackman Hall entrance on McCaul Street. You may drop off your application between 8:30AM and 4:00PM, Monday through Friday

We thank all applicants for their interest in the position; however, only those selected for an interview will be contacted.

The Art Gallery of Ontario is an Equal Opportunity Employer.