

DEVELOPMENT COORDINATOR

Community Waterfront Heritage Centre (CWHC), Owen Sound

Position Summary

Part-time, eight-month contract—April 2020 to November 2020

Reports to this position: All staff of CWHC and volunteers

Overview

Reporting to the Board of Directors (BOD) the Development Coordinator (DC) directs and coordinates the development, operations, and maintenance of the CWHC according to the vision and mission statements of the organization. This position will include providing administrative support, fundraising, volunteer management, planning, and representing the CWHC to the public in a professional manner.

The DC further supports the CWHC board in seeking funding opportunities. The DC partners with local organizations on heritage and cultural programs and activities. The DC acts as a community liaison and an ambassador for the community to visitors. As directed, the DC represents the CWHC with regional and provincial organizations.

The DC oversees and manages the daily operation of the CWHC, its staff and volunteers, by carrying out the policies approved by the Board of Directors. The DC will develop a close working relationship with those who wish to discuss matters relating to the museum.

The DC liaises with the media, local officials, corporate and community partners, and leaders of other museums to promote awareness of the CWHC within the community and beyond.

This job description reflects duties, which in a larger institution, might be fulfilled by several staff members. Some tasks, done under the DC's supervision, may be delegated to volunteers, seasonal students and other staff, as may be available. During the peak season, visitor service is the priority from a customer service perspective.

Task Coordination and Administration

- Accountable to the Board of Directors and provides written reports, as requested
- Attends meetings of the CWHC Board of Directors
- Attends committee meetings, when requested
- Assists with the creation of the Annual Report
- Responsible for the daily operations of the CWHC
- Prepares updates of the fundraising plan
- Works with the BOD to develop short term and long-term strategic plans
- Accountable for budget development, tracking and reporting
- Responsible for staff management—supervising, scheduling, training and mentoring
- Oversees programming and marketing activities

- Assists with identifying and applying for grants
- Ensures that all documents and materials created are compliant with the Accessibility for Ontarians with Disabilities Act (AODA)
- Oversees and maintains the general appearance of the CWHC, outdoor artefacts, grounds and exhibits
- Ensures that Health and Safety Codes and provincial accessibility standards are adhered to by all staff and volunteers
- First point of contact for any emergency at the CWHC
- Administers first aid when needed
- Performs other duties as assigned, which are in accordance with the job responsibilities or CWHC objectives

Marketing and Community Partnerships

- Involved with community leadership and CWHC outreach programmes
- Prepares materials for sponsorship kits, and fundraising and marketing reports for the Board of Directors
- Builds on relationships established between community groups, partners and private sector contributors
- Ensures that the membership, contacts, and donor and sponsorship databases are kept current
- Coordinates and maintains ongoing digital media promotion, including but not limited to Facebook, Instagram, Twitter, etc., and CWHC email distribution and communications.
- Oversees and coordinates the content of the CWHC newsletter
- Engages with all media. Prepares and obtains approval for all press and media releases that promote the CWHC
- Participates in the creation, planning, and hosting of museum functions and special events

Knowledge and Skill Requirements

- Demonstrates a genuine enthusiasm for and an interest in museums and an understanding of heritage work.
- Ability to establish and maintain professional working relationships
- Experience with event planning, fundraising, and working with non-profit boards
- Possesses a high level of initiative and personal integrity
- Demonstrates sound judgement
- Possesses strong computer skills, including Microsoft office, Excel, PowerPoint, email and Internet and/or other related document producing programs or similar software programs
- Digital marketing proficiency with all, if not, most Social Media platforms – Facebook, Instagram, Twitter
- Detailed oriented, adaptable, and results focused
- Flexibility in scheduled work hours that will also vary during peak, shoulder and off-season
- Excellent oral and written communication skills

- Ability to manage multiple projects simultaneously
- Ability to lead and work with cross-functional teams
- Strong customer service skills
- Energetic, motivated team player
- Possesses an aptitude for developing working relationships with various stakeholders
- Experience with successful fundraising
- Ability to effectively supervise, direct, coach and coordinate staff and volunteers
- Training in the governance of not-for-profit organizations
- Knowledge of Occupational Health and Safety Act, WHMIS (Workplace Hazardous Materials Information System)
- Possesses a valid Standard First Aid Certification
- University Degree or College Diploma in fundraising, public relations, marketing, or related field and/or equivalent work experience

Work Environment

This position primarily works indoors, but there will be outside work during events, tours, etc. While the museum is accessible, Coach 4884 and the Caboose are not fully accessible.

Wages/Compensation

As an individual contract employee, the DC will invoice the BOD and receive remuneration of said invoice promptly. Please note as an individual contractor, the DC is not taxed at source and is responsible for Employment Insurance, Canada Pension Plan and Income Tax.

A competitive contract is offered and will be reflective of skillset.

Driver's License/Vehicle Requirements

Valid Ontario or equivalent provincial Driver's license and access to a reliable motor vehicle is necessary

Police Check requirements

Furnish an original Police Information Search Level 2 (criminal reference check) (working with vulnerable persons) is required