

**VANCOUVER ART GALLERY ASSOCIATION
PART-TIME POSITION AVAILABLE
DEVELOPMENT COORDINATOR - DATABASE**

DUTIES:

Reporting to the Development Director, the Development Coordinator – Database manages all aspects of the fundraising database including administration, maintenance and data integrity. In support of various development initiatives and membership activities, the position supervises the database and oversees all activities related to receipting; maintaining donor account, profile and history information; database information for mailings; generation of statistical reports; and implementation of donor recognition activities.

In addition, the Development Coordinator conducts research on current and potential charitable funding involvement of individuals, corporations, and foundations using all available resources, including: libraries, on-line services and gallery files in compliance with the Protection of Information and Privacy Act; analyzes research and drafts briefing notes; updates briefing notes based on meetings, subsequent research or revised strategies; and oversees the budget for the department.

QUALIFICATIONS

University graduation in a related field plus three to five years experience in data administration in a non-profit fundraising environment with responsibilities for maintaining the fundraising database, overseeing the tax receipting process, and setting up processes and designing queries to generate development information. Working knowledge of administrative procedures associated with fundraising practices including direct mail applications and prospect research. Demonstrated knowledge of fundraising database management systems. Particularly Raiser's Edge, including applications for donor, membership and sponsorship components. Working knowledge of the techniques used in coordinating projects and special events including organizational requirements, budget parameters. Competence and creativity in prospect and donor research including a strong understanding of the Internet. Demonstrated ability to supervise staff engaged in database activities. Ability to work with department staff to troubleshoot problems and develop solutions. Effective oral and written communication, interpersonal, and organizational skills. Effective project and time management skills. Ability to exercise sound judgment and discretion in handling confidential matters.

SALARY: Pay Grade 19, \$21.99 per hour.

HOURS: 56 hours per pay period. 4 days per week, 7 hour days

Please submit your resume by Monday, March 15, 2010 to Debra Nesbitt, Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, BC V6Z 2H7, Fax: 604-682-1086 or email hr@vanartgallery.bc.ca.