

SENIOR DEVELOPMENT MANAGER

The Vancouver Writers Fest seeks an experienced Senior Development Manager to oversee and execute private and public sector fundraising activities in support of the Vancouver Writers Fest's mission and programming.

VWF connects people to exceptional books, ideas, and dialogue through year-round programming that ignites a passion for words and the world around us. Our activities include our flagship annual literary Festival held the third week in October on Granville Island, as well as free and paid events offered throughout the year, featuring established and emerging authors. Our programming includes Writers-In-the-Classroom bringing authors to students across Vancouver, as well as an annual Youth Writing Contest and youth and adult annual writing workshops.

The VWF uses a co-leadership model, and participatory decision-making by staff. As a result, there is a need for excellent communication. This position will work with the Executive Director and Artistic Director as co-leaders, as well as Marketing and VWF staff to ensure robust and diverse financial stability for the organization. This role will include fundraising responsibilities – including grant proposal writing and management – as well as supporting Board and staff with fundraising events, donor management, and securing and coordinating sponsorships and sponsor recognition for the flagship Festival Week in October. It also includes elements of general organizational advancement to promote the visibility of the organization and its connection to our community, members, supporters, and stakeholders.

This position has tremendous opportunity for growth, and will include some oversight of staff and volunteers. It will work closely with both marketing/communications as well as outreach staff. The position reports directly to the Executive Director.

The job is structured to accommodate both seasoned professionals and those with experience looking to grow into leadership, thus the title may vary depending on experience of the candidate selected.

To apply, please send cover letter and resume to: info@writersfest.bc.ca

*Applications due **March 27**; start date mid/late April to early May*

Responsibilities include:

Fundraising

- Work with the Executive Director, Artistic Director and the Board of Directors to ensure the development and execution of the Festival's short- and long-term fundraising plans.
- Manage the government grant portfolio: including writing compelling applications and reports, identifying opportunities to securing new public sector funding, and maintain strong

relationships with program officers, ensuring applications and reporting are submitted in a timely fashion.

- Work with the Board, Executive, and Artistic Directors to research, cultivate, and secure funding from private foundations.
- Develop, implement, and monitor development programs for Corporate Sponsors, Major Donors and Foundations, including the identification of new funding opportunities, in conjunction with the cultivation, solicitation and stewardship of current and prospective supporters.
- Oversee the creation and monitoring of fundraising outreach programs/direct mail campaigns for annual giving, monthly giving and the VWF's 900+ membership.
- Work with Executive Director and Artistic Director to solicit support and steward relationships with Sponsors and Foundations.
- Work with the Executive Director, Artistic Director, and Board Fundraising Committee to steward relationships with Major Donors.
- Work with Artistic Director to secure foreign consulate support for author travel.
- Overseeing/creating donor activation pieces and coordination of several annual VWF Fundraising events (Whisky & Words, Opening Reception, Member Preview, etc).
- Manage annual fundraiser with volunteer committee, including all event logistics
- Responsive to donors, volunteers, staff and board in order to enhance and expand relations and generate community engagement Membership
- Work with the office management team to ensure data entry is accurate, CRA compliant, and up to date, and able to generate reports and information to support development and fundraising.
- Work with marketing and communications team to oversee creation of fundraising materials as well as the delivery of sponsor and supporter recognition on all appropriate materials.

Advancement

- Support and be present for planning and coordination of programs and events from a fundraising perspective – this may include determining elements to communicate to our broader community of supporters.
- Participate in marketing and communications conversations as appropriate to ensure consistent communication and messaging.
- Assist with on-site coordination of Vancouver Writers Fest events.

Qualifications/Assets:

- 2-3 years of experience working in development for an arts nonprofit.
- a self-starter who effectively self-manages projects with strong organizing and time-management skills.
- Enthusiasm for the organization and its mission

- Experience delivering a range of fundraising and event planning activities in a not-for-profit environment.
- Proficiency with Microsoft Office, databases, excel
- Sound knowledge and a proven track record in a range of fundraising, event planning and marketing activities in a not-for-profit environment.
- Responsible for identification of prospects and cultivating a culture of philanthropy among all stakeholders and executes best practice by demonstrating transparency and trust.
- Knowledge of the current tax law, as it relates to charitable giving and understanding of non-profit regulations and compliance issues.
- High standards of integrity, ethics, judgement and confidentiality.
- Supervisory, organizational, budgeting, time management and Board-relationship skills.
- Ability to think strategically and act collaboratively to achieve results.
- Excellent networking and interpersonal skills, including the ability to encourage and motivate donors, volunteers, and staff.
- Results driven, self-starter, and highly motivated with a leadership and interpersonal style that fosters constructive and productive relationships with diverse audiences.
- Compelling communicator, applying excellent written and oral communication skills to synthesize complex information into compelling and strategic material.
- Experience with Adobe Creative Suite including InDesign, Photoshop, and Acrobat Pro.

Reporting/Conditions:

- This position reports directly to the Executive Director
- This position is a full-time exempt position
- The candidate will work primarily at our Granville Island office, as well as events at locations throughout Vancouver, with potential for some remote/work from home.

Compensation:

The salary for this position is \$65,000-\$73,000 depending on experience *Note: the upper end of this range would reflect a highly experienced candidate who might be considered Director-level.*

Inclusive Hiring Philosophy:

VWF is committed to building a culturally diverse staff and strongly encourages applications from the global majority (Black, Indigenous, and People of Color; Black/Brown/Indigenous/Asian). The VWF is an equal opportunity employer and all qualified candidates will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other characteristic protected by the law.

This is not an entry-level position, but we also know that many different kinds of experiences may serve you in this role. If you have skills that translate well, we want to hear from you. We like complex people with diverse strengths and lived expertise.

Research shows that underrepresented applicants tend to downplay their qualifications. What's most important to us is the expertise you've developed, in whatever forms that may take. We are looking



for someone with practical and practiced skills; however, whether you have a long resume or only a few years of non-traditional working experience, if you think you'd be a good fit, please apply.