

Development Officer Fundraising

Deadline: May 5, 2021

Location: Nova Scotia, Halifax, work from home possible

Career Level: Experienced

Salary: \$15,000 - \$20,000 Experience Dependent

Type: Part-Time Contract (up to 14hrs/week Experience Dependent) in the first year.

Website: nstalentrust.ns.ca

HELP US DEVELOP THE NEXT GENERATION OF ARTISTS AND CREATORS IN NOVA SCOTIA

The Nova Scotia Talent Trust (NSTT) is seeking a Development Officer, Major Gifts, enthusiastic about the arts and keen to help the NSTT grow. Over the first three months in the role, the incumbent will learn about NSTT projects, priorities, and key processes.

KEY DUTIES AND RESPONSIBILITIES

The Development Officer, Major Gifts, will liaise and collaborate with the board members and the Executive Director (ED) of the NSTT. Reporting directly to the ED, they will focus on a personal prospect portfolio of up to 50 prospects in various stages of the fundraising cycle. Review and adjust the strategy for major gifts in line with the NSTT's new strategic three-year plan for 2021-23 and helping the NSTT board and team achieve annual financial targets.

ABOUT THE NOVA SCOTIA TALENT TRUST

Since 1944, the Talent Trust has provided more than \$2.5 million to over 1,000 Nova Scotians, primarily young people, who have demonstrated talent and potential to become professional artists in theatre, dance, fine craft and design, music, circus arts, media, film, literary, and visual arts. There is no other comparable organization in the country. In 2019, the Talent Trust celebrated its 75th anniversary year featuring former scholarship recipients with a travelling art exhibition, pop-up events in theatre, music, dance, film screenings and more.

The pandemic has shown us even more how important the arts are for our well-being and health. The NSTT was fortunate to support 66 pre-professional artists in 2020 and ensure that this support can continue far into the future. Help us secure the future of a diverse cultural legacy. We're looking for someone that could see this as a long-term career with the Talent Trust.

SPECIFIC RESPONSIBILITIES:

- Cultivate relationships and manage a personal portfolio of 50-100 prospects, including new, existing and lapsed donors

- Personally, solicit prospects for major gifts, planned gifts, and blended gifts of between \$10,000 and \$500,000 and, with the team's help, prepare supporting documentation.
- Develop and execute a strategic plan for major gifts and establish an exact donor cycle from research to stewardship
- Identify new individual significant gift, corporate and foundation prospects and lead the transition of prospects through the donor cycle from research to stewardship
- Develop strategies and work with the Development Committee Chair and Executive Director to advance fundraising needs of the NSTT and maximize major and leadership gift opportunities
- Advice on donor correspondence, gift agreements, pledge reminders, gift acknowledgement letters, briefing materials, and project and program profiles for a suite of NSTT initiatives for personal approaches, with the ED, volunteers, and board members' support.
- Provide support in the coordination of stewardship materials with major donors and partners regarding the impact of their giving, use of funds and periodic updates as necessary and appropriate
- Ensure appropriate and timely communications with donors, including, but not limited to, prompt gift acknowledgements/thank you letters, invitations to special events etc.
- Willingness to learn and develop planned giving specific skills and knowledge in keeping with industry best practices
- Act as an ambassador for the NSTT in the community; support the execution of and attend major donor events as needed, to cultivate and steward attendees
- Develop positive working relationships with the NSTT's program and administrative staff as a member of the NSTT team
- With the ED be a liaison with the NSTT Foundation board (Endowment/Legacy Fund)

QUALIFICATIONS & KEY COMPETENCIES

- Experienced in successful relationship building in a high activity charitable/non-profit environment, or demonstrated related experience in an associated field
- Demonstrated track record of cultivating, soliciting and closing leadership and major gifts at the \$5,000 to \$25,000 level or more
- Knowledge or willingness to learn of the Canadian charitable, philanthropic and not-for-profit sector. Knowledge of the corporate sector as an asset
- Ability to operate and thrive in a collaborative environment, as well as to work independently with demonstrated flexibility and initiative
- Excellent interpersonal, verbal and written communications skills in English; bilingualism will be considered an asset
- Demonstrated ability to interact comfortably, tactfully and effectively with donors, varied internal and external constituencies and a wide range of stakeholders
- Ability to think strategically, creatively, and adapt quickly
- Detail-oriented, focused and strategic thinker, with initiative, passion and energy
- Excellent abilities with MS Office, including Word, Excel, and PowerPoint
- A relevant post-secondary degree or combination of appropriate training, education and experience, a CFRE designation an asset

- Ability and willingness to travel occasionally within Nova Scotia

HOW TO APPLY?

Does this position speak to you, and you are excited about the possibility of joining an arts organization believing in Nova Scotians' creativity? In that case, we want to hear from you. Please provide your cover letter outlining your "WHY", along with your resume and salary expectations to NSTT's Executive Director Jacqueline Steudler at director@nstalenttrust.ns.ca

We will review all applications; only successful candidates will be contacted for an interview.

All inquiries and applications will be held in strict confidence. Interested candidates should send **resumes and letters** of interest to the email address listed above **by May 5, 2021**.

The Nova Scotia Talent Trust is committed to the principle of equal opportunity in its employment practices. We are dedicated to building a workforce that reflects the diversity of the community in which we live and to providing an environment free from harassment and discrimination for all.

Please note that the salary range for this part-time contract position is \$15,000 - \$20,000.

Please share the job posting with your contacts. The deadline for applications is Wednesday, May 5, 2021.

Thank you,
Jacqueline

Jacqueline Steudler, Executive Director
nstalenttrust.ns.ca / director@nstalenttrust.ns.ca / 902-492-6801