Administrative and Development Assistant

Position Title: Administrative and Development Assistant
Job Type: Full-time, up to 40 hours/week
Location: Remote

About the Art Canada Institute
The Art Canada Institute (ACI) is a dynamic, educational arts organization, dedicated to making Canadian art history a contemporary, multi-vocal conversation. With a digital library of more than forty expert-authored books, a robust online art education program, and a dynamic homepage, the ACI publishes original content online, in English and French, on the multifaceted artists who define this country's visual landscape. In a few short years, this young not-for-profit organization has become the go-to digital resource for educators, museum-goers, art lovers, and aficionados. Visit us at www.aci-iac.ca.

At ACI, we are committed to building and fostering an environment where our employees feel included, valued, and heard. Our belief is that a strong commitment to diversity and inclusion enables us to promote the study of an inclusive multi-vocal Canadian art history to as broad an audience as possible, in both English and French, within Canada and internationally. We especially welcome applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities, and people with intersectional identities.

JOB DESCRIPTION
Join the vibrant and versatile team of professionals at the Art Canada Institute. Under the direction of ACI's Executive Director and Senior Operations Executive, as Administrative and Development Assistant, you will be responsible for the following:

Fundraising Support (50%)
• Assisting with the preparation of proposals, stewardship reports, briefing notes, and other donor materials
• Drafting, formatting, reviewing, and editing a range of donor correspondence, including gift agreements, gift acknowledgements, pledge forms, and invitations
• Developing, monitoring, and managing grant and foundation applications in coordination with the Executive Director
• Identifying and preparing prospect research on individual and private foundation donors

Stewardship Support (20%)
• Supporting the execution of stewardship and fundraising activities and events
 • Preparing donor correspondence, including acknowledgement and thank you letters for foundations and grants donors

Administration (30%)
• Updating and maintaining the donor database (Salesforce) and electronic files and records in a timely manner
DESIRED QUALIFICATIONS
• An undergraduate degree in a related field or equivalent experience
• Two or more years of relevant work experience in fundraising, preferably in the arts
• Excellent oral and written communication skills
• Exceptional writing ability
• Proven commitment to equity, diversity, and inclusion, and practices of anti-racism and anti-oppression, to contribute to a healthy workplace environment
• Demonstrated ability to multi-task and to successfully manage multiple priorities as evidenced by excellent organizational and time management skills
• Superior computer literacy in Google Office Suite and Microsoft Office
• Experience using donor or CRM databases; Salesforce knowledge is strongly preferred
• Commitment to being a flexible team player able to collaborate and support colleagues and motivated to achieve results
• Professionalism, good judgment, and discretion in dealing with confidential and sensitive matters are essential
• Willingness to learn and to take on additional responsibilities as appropriate
• General knowledge of fundraising practices, procedures and standards preferred as evidenced by a combination of relevant work, education, or professional development
• Strong donor and client-service mindset

Please submit your CV and cover letter to the attention of Stephanie Burdzy, Senior Operations Executive, sburdzy@aci-iac.ca, no later than 5:00 PM on Friday, June 18, 2021. We will be in contact the following week to arrange interviews with qualified candidates. We thank all interested, but only those considered will be contacted.