

Art Museum  
University of Toronto  
—  
Justina M. Barnicke Gallery  
University of Toronto Art Centre

7 Hart House Circle  
Toronto, Ontario M5S 3H3  
artmuseum.utoronto.ca

# Art Museum

**Job Posting:** Development and Grants Officer

**Job Type:** Full-time. Regular daytime schedule. Overtime on weekdays; occasional overtime on weekends.

**Compensation:** USW Pay Band 15—\$85,159 with an annual step progression to a maximum of \$108,904

**Application Deadline:** Tuesday, July 12, 2022, at 11:59pm ET

The Art Museum is an internationally renowned centre for contemporary art and interdisciplinary inquiry located on the University of Toronto's downtown campus, in Canada's largest and most diverse city. With its two distinct gallery spaces (the Justina M. Barnicke Gallery at Hart House and the University of Toronto Art Centre at University College), the Art Museum offers intensive cycles of programming dedicated to artistic and curatorial experimentation. Featuring works in a wide array of traditional and contemporary media, the Art Museum's exhibitions are further complemented by energetic offsite projects, digitally accessible programs, and research engaging with the University of Toronto's extensive contemporary and historical collections.

Working with artists and curators of diverse backgrounds, embodiment and cultural contexts, the program emphasizes the intersectional potential of the visual arts and cultural practices, their ability to undo normativity, model new identities, and create other ways of knowing and belonging. This includes an emphasis on critical engagements with local histories, attention to their complex embeddedness in local and global relations,

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HartHouse



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and the development of counter-histories that model other, possible stories.

Above all, the Art Museum aspires to be a welcoming meeting point to bring into conversation the university community and broader publics.

An integral part of all our programs are the in-depth and wide-ranging experiential opportunities for students and faculty, emerging and established scholars, visitors, and communities alike—with mentorships, academic and co-curricular engagement, co-productions, partnerships, and other participatory programs and possibility of involvement.

Creating multi-faceted opportunities for dialogue, our program fosters deeper awareness of the visual arts, and especially their unique contribution to catalyzing transdisciplinary knowledge, to ways of seeing, hearing, sensing, and thinking about what is happening at present, and what is urgent in our time.

**Your opportunity:**

Reporting to the Executive Director, the Development and Grants Officer will be an energetic, imaginative, creative professional working to develop the capacity and goals of the Art Museum at the University of Toronto through both innovative and established, results-oriented fundraising strategies. Inspired by contemporary art and interdisciplinary inquiries, and passionate about the museum's educational potential and public role, the incumbent will work closely with the Art Museum's curatorial team and within the context of the

University of Toronto's Advancement culture to identify new opportunities and garner support for the Art Museum's short- and long-term projects, new and existing programs, and strategic organizational initiatives.

The ideal candidate will be able to engage the revenue potential of the digital environment as well as work with traditional, donor-centered approaches that, enabled by interpersonal communication and relation-building skills, succeed in the area of individual giving, sponsorships, and foundation support. Their versatile fundraising capacities are grounded by substantive grant writing experience in both project and multi-year operating programs so as to be able to build and further expand the strengths of the Art Museum's fundraising efforts.

They will bring to all their work experience and proactive attention to anti-racist, anti-harassment, and non-discriminatory process, enabling and providing a welcoming and inclusive atmosphere throughout their work and all of our relations.

The candidate will join the Art Museum at a particular exciting point in its development, poised to become a more widely accessible, intersectional hub of contemporary cultural and artistic programming within its immediate local context, and wide-ranging national and international opportunities.

**Your responsibilities will include:**

- Assessing needs and contributing to the development and implementation of plans for prospect identification, cultivation, solicitation, and recognition
- Developing tailored fundraising initiatives that support strategic initiatives
- Developing marketing/communications strategies that support fundraising campaigns and programs
- Researching, analyzing, and recommending grant opportunities
- Writing grant applications
- Cultivating and soliciting current and prospective major gift donors through tailored stewardship programs
- Producing complex donor reports
- Managing donor relations

**Qualifications:**

Essential Qualifications:

- Bachelor's degree in a related field or an equivalent combination of education and experience. Master's degree preferred.
- Minimum five years experience of progressively responsible experience in a senior advancement role preferably in the non-profit cultural sector and/or post-secondary education.
- Demonstrated success in securing major gifts of \$25,000 or more from individuals, corporations, and foundations as well as experience and success managing/leading staff and senior volunteers in a highly competitive fundraising environment.

- Demonstrated history of writing and managing operating and project grants from conception to completion with special focus on the visual arts in Canada.
- An ability to strategically manage multiple projects with competing deadlines and a proven ability to motivate, manage and supervise others including staff and volunteers.
- Working knowledge of standard office software including MS Word, Excel, and PowerPoint as well as clear understanding of database principles and moves management.
- Exceptional communication skills, both written and oral.
- The ability to inspire others.
- Must possess initiative, tact, diplomacy, and creative problem-solving abilities.
- The ability to work in a results-oriented environment.
- Public relations skills including delivery of presentations, proposals, and public speaking.
- Strong analytical, organizational, and interpersonal skills.
- Awareness of and sensitivity to diversity including demonstrated experience and commitments to anti-racist equity, across age, culture, genders, identities, and complex embodiment.

Assets (Nonessential):

- Certified Fundraising professional (C.F.R.E.) preferred.

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**To be successful in this role you will be:**

- Achievement oriented
- Articulate
- Cooperative
- Motivated self-learner
- Possess a positive attitude
- Resourceful
- Team player

**To apply:**

Submit your cover letter and resume through the University of Toronto's job portal: [jobs.utoronto.ca/job-invite/25056/](https://jobs.utoronto.ca/job-invite/25056/) by the deadline on Tuesday, July 12 at 11:59pm ET.

For questions or more information, get in touch by email at [artmuseum@utoronto.ca](mailto:artmuseum@utoronto.ca).