

Job Posting

Title: Donor Engagement Manager

Reports to: Executive Director

Employment Type: Permanent, Full-time

Compensation: \$55,000 – 65,000, plus benefits, 3 weeks paid vacation, 10 personal days

Deadline: May 22, 2023

Location: Ottawa, ON (Carp). Hybrid model of on-site and remote work available.

Hours: Full-time regular position; 37.5 hours/week Monday to Friday, including occasional evenings and weekends.

ORGANIZATION DESCRIPTION

The Diefenbunker: Canada's Cold War Museum is a once-top secret, four-storey underground bunker, originally designed as the centre for Canada's defence against nuclear attack during the Cold War. Now a museum and national historic site, the Diefenbunker has a crucial role to play in helping us learn from our past and envision a more peaceful future. The Diefenbunker offers a one-of-a-kind experiential learning environment inside Canada's most significant Cold War artifact, along with award-winning programs, events, exhibitions, and escape rooms.

The Diefenbunker museum is governed by a Board of Directors and led by an Executive Director. A full-time professional staff and a corps of volunteers attend, collectively, to the stewardship, vision, growth, and sustainability of this important organization. Welcoming close to 70,000 visitors per year (pre-pandemic), we are an important economic and tourism driver for rural West Ottawa.

POSITION SUMMARY

The museum is seeking an ambitious and mission-driven individual to develop a robust culture of philanthropy in the museum. The Donor Engagement Manager will possess vision, passion, and strong leadership abilities, and will work closely with the Executive Director and the senior leadership team to further advance the museum's strategic goals.

Reporting to the Executive Director, the Donor Engagement Manager is responsible for all fundraising and development activities in support of promoting the Diefenbunker as a one-of-a-kind museum and learning environment for the Cold War. The Donor Engagement Manager will design and implement a comprehensive plan for developing, cultivating, soliciting, and stewarding philanthropic support from individuals, corporations, government, and foundations.

The Donor Engagement Manager will have primary responsibility for establishing and implementing the infrastructure needed to grow our revenue through donations, major gifts, sponsorships, fundraising events, and corporate and foundation support.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Create and implement the organization's business development plan in support of revenue goals, expanding philanthropic cultivation, and aligning with strategic directions of the organization;
- Develop, maintain, and implement targets, critical paths, strategies, and programs to achieve annual development and fundraising objectives;
- Develop and manage programs for annual, monthly, and legacy giving, as well as endowment funds;
- Lead fundraising activities, events, and campaigns of the museum;
- Working with the Marketing and Communications Manager, manage donor communications including acknowledgements, updates, invitations, and solicitations;
- Develop a donor management system and oversee donation platforms on CanadaHelps and the museum's website;
- Research, draft, and submit grant applications to government, corporations, and foundations that help the organization increase revenue toward projects, capital upgrades, and operations;
- Build new donor audiences by developing partnerships and by identifying, researching, qualifying, and cultivating individual prospects from existing databases and outside sources;
- Provide advice to the Operations Manager on the growth of the Membership Program;
- Build and maintain partnerships and relationships with individual donors and the business community.

POSITION REQUIREMENTS

- University or College Degree or equivalent combination of education and experience;
- 3 to 5 years of professional experience in a not-for-profit organization;
- Demonstrated experience and success in donor relations, fundraising, and philanthropic activities;
- Strong organizational, leadership, and mentoring skills;
- Ability to work independently and as a team player who will proactively engage with others throughout the organization;
- High energy and passion for the Diefenbunker's mission;
- Working knowledge of donor database management;
- Excellent written and oral communication skills;
- Exceptional interpersonal skills necessary to interact with donors, members, staff, volunteers, and other museum stakeholders;
- Ability to provide Police Check.

POSITION ASSETS

- Museum-related experience;
- CFRE designation;
- Familiarity with CRA tax law and charitable tax receipting regulations;
- Bilingual (English and French).

THE DIEFENBUNKER MUSEUM OFFERS:

- A fun, collaborative working environment;
- A place for continuous learning and growth;
- Flexible work hours.

To Apply

If you are interested, please send your cover letter, and resume with the subject line “[Your Name] – Donor Engagement Manager” to c.mcguire@diefenbunker.ca.

Thank you to all applicants for their interest. Only candidates selected for an interview will be contacted.

Please note that there is no public transportation to the Diefenbunker from Ottawa.

Diefenbunker: Canada’s Cold War Museum is an equal opportunity employer and welcomes diversity in our workforce. For more information about the Diefenbunker, please visit diefenbunker.ca.