



## **Development Director**

**Posted On:** October 17, 2024

**Closing On:** November 7, 2024

---

**Location:** Banff

**Employment Type:** full-time

**Salary Range:** 80k-100k

---

**Website:** [www.whyte.org/work-with-us](http://www.whyte.org/work-with-us)

---

The Whyte Museum of the Canadian Rockies is a dynamic museum, art gallery, and archives that celebrates the lively history, stories, and people of the Rocky Mountains. Founded by Peter Whyte and Catharine Robb Whyte, it was envisioned as a gathering place to engage with the evolving history, peoples, cultures, environment, and ideas of mountain cultures. We provide memorable experiences that give individuals new ways to look at the world and to consider their place in this mountain landscape.

### **The Opportunity**

In service of the Whyte Museum of the Canadian Rockies' mission, vision and strategic priorities, the Development Office generates revenue to meet or exceed annual and/or campaign targets, assists its private and public supporters with meeting their giving objectives in line with the Museum's strategic priorities, and builds strong and lasting relationships with internal and external stakeholders. The Development Director has specific responsibilities and accountabilities in the qualification, cultivation, solicitation, recognition, and stewardship of supporters/prospects with the goal of securing commitments (annual and multi-year) within a specific portfolio for identified fundraising priorities (annual and campaign). The Development Director manages relationships with donors, sponsors, and other supporters to maximize the Whyte Museum's ability to raise funds on a sustainable basis. The Development Director will focus on a national portfolio that advances the mission of the Whyte Museum.

### **Roles and Responsibilities**

Reporting to the Chief Executive Officer, below are some key accountabilities:

- Cultivate relationships with a portfolio of newly identified supporters in the qualification stage, with the goal of building the Museum's supporter base.
- Secure donation and sponsorship commitments toward a Major Gifts target by leading and managing an assigned portfolio of prospects and supporters through a proactive contact and solicitation program.

- Achieve and/or exceed revenue goals for the assigned portfolio of prospects and supporters by developing, maintaining and implementing a robust and sustainable rolling 3-year pipeline plan from qualification to cultivation to solicitation to stewardship; in line with team standards, continually track the status of pipeline projects and tasks within the database; maintain call reports, strategy notes and prospect files in the Museum's database and use other fundraising processes and systems as required.
- Write and submit professional, meaningful and appropriate supporter communications (i.e. proposals and letters) and meet with prospects and supporters to solicit financial support toward fundraising priorities; work with the Chief Executive Officer to prepare supporter agreements.
- Regularly audit and adapt related development activities to ensure goals are met; develop strategies to ensure sustainability and growth of revenue; increase supporter engagement and maintain high supporter retention rates.
- Continuously develop and foster relationships with supporters of the Museum's communities in line with high professional standards and the fundraising code of ethics; expand the Museum's base of friends, advocates and supporters, and its profile in the Museum community.
- Plan, prepare and brief the Whyte Museum leadership (up to and including the Chief Executive Officer and Board), and key volunteers in preparation for cultivation, solicitation and stewardship meetings and calls; work with the entire Museum team to develop, sustain and optimize relationships with prospects and supporters.
- Work with approved / assigned campaign cabinet and/ or Board members or other volunteers to help with identifying potential internal and external stakeholder partners to assist in advancing the Museum's fundraising goals.
- Implement, monitor, manage, and adjust fundraising plans in support of approved and priority fundraising projects, including designated and undesignated funding.

### **Qualification and Educational Requirements**

- Bachelor's degree in a related field, CFRE, or an equivalent combination of education and experience
- Minimum five years of successful experience with proven track record in campaigns and/or portfolio specific areas of fundraising preferred.
- Experience working in the arts is an asset.
- Strong technical skills (MS Office Suite, fundraising databases and other tools).
- Excellent customer service skills with proven ability to develop and maintain positive and productive relationships with supporters, volunteers, Board members, vendors and staff members. Confident and comfortable working with senior positions and Boards.
- Can grasp big picture and how work fits within big picture in a fundraising context, politically and financially savvy, demonstrated experience and success in building, leading and executing fundraising plans and strategies to deliver on (or exceed) set goals.
- Savvy at understanding supporter needs and perceptions and ability to adapt to them accordingly to align with organization's fundraising priorities.
- Outstanding interpersonal, written and oral/presentation communication skills and an ability to work cooperatively with, motivate and influence, a broad range of individuals.

- Demonstrated tact, diplomacy and creativity. Ability to maintain discretion and confidentiality at all times. High ethical skills in context of a Development Office including conduct at events and representing an organization.
- Meticulous attention to detail, strong organizational and analytical skills
- Driven and results orientated; embraces achieving and exceeding goals.
- Team player with strong leadership skills.
- Superb time management skills and able to work under pressure.
- Experienced at multitasking with strong project management skills and a proven ability to manage and balance large workloads, projects and portfolios.
- Demonstrated initiative, autonomy and strategic thinking; adaptable to change, and take on new tasks willingly.
- Regardless of the time constraints and demands on time, the incumbent must be professional and convey an attitude of helpfulness and concern.

### **Employment Terms and Benefits**

- This is a salaried, fulltime position, subject to a 6-month probationary period.
- The successful candidate will enjoy twenty paid vacation days, extended medical and dental benefits, and participation in an employer-matched pension plan.

**The Whyte Museum is an equal opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. Employees of the Whyte Museum enjoy a rewarding and culturally rich work environment.**

Please provide a cover letter and résumé to:

Chris Hughes  
Chief Operating Officer  
Whyte Museum of the Canadian Rockies  
111 Bear Street, PO Box 160  
Banff, AB, T1L 1A3  
[chughes@whyte.org](mailto:chughes@whyte.org)