



Senior Development Manager, Major Gifts

The Aga Khan Museum (AKM) in Toronto, Canada offers visitors a window into worlds unknown or unfamiliar: the artistic, intellectual, and scientific heritage of Muslim civilizations across the centuries from the Iberian Peninsula to China. Its mission is to foster a greater understanding and appreciation of the contribution that Muslim civilizations have made to world heritage. Through education, research, and collaboration, the Museum will inform and inspire audiences from all cultures by presenting art created in the Muslim world throughout the past fourteen centuries, along with current paths of artistic practice and cultural development.

Purpose of Position

The **Senior Development Manager, Major Gifts**, will be responsible for developing and implementing strategies to secure major gifts, both corporate and individual. This includes one-time major gifts and sponsorships, and ongoing periodic major gifts and sponsorships from individuals, corporations and foundations. The candidate will also be responsible for developing and implementing a planned giving program as part of the Museum's fundraising agenda. The candidate will work with departmental staff and a group of professional volunteers to identify, pursue, engage and retain donors ensuring that there is a current and active prospect pipeline to work from.

Key Responsibilities

Reporting to the Chief Development Officer (CDO), the **Senior Development Manager, Major Gifts** will:

- Assist the CDO to develop and implement strategies in support of major giving goals and initiatives as they relate to the Museum's fundraising priorities
- Ensure that the prospect pipeline is researched, developed and maintained at a level sufficient to achieve the Museum's major gift giving goals
- Manage a portfolio of prospect/donor calls at the major gift level by developing and implementing tailored action plans/strategies for identifying, cultivating, soliciting and stewarding prospects
- Play a critical role in soliciting major gift relationships to secure private sector gifts from individuals, corporations and foundations
- Approach individual, corporate/foundation prospects/donors to enlist their support for the Museum
- Oversee the departmental staff engaged in soliciting and securing sponsorships for exhibitions, performances and programs to achieve institutional targets
- Develop and oversee donor recognition and stewardship program
- Fulfill partnership, sponsor and donor agreements,
- Support the volunteer team leading the planning and research for the endowment program
- Develop and implement "in honour", tribute and planned giving programs
- Work closely with the Development Manager, Friends and Patrons' Circle, to identify partnership, sponsorship and major gift prospects from pool of Corporate Patrons and donors
- Be responsible for setting annual targets for new donor commitments



- Incorporate and implement a moves management system of tracking and accountability in the Museum's CRM database
- Lead the efforts of a team of international senior volunteers to encourage donors to support the Museum's priorities
- Support the CDO and the HR Manager in the recruitment, orientation, training and motivation of volunteers who support major gift goals and programs
- Analyze and monitor progress towards established goals; recommend adjustments as required in order to meet targets
- Develop and direct a system for proposal development and work with Marketing & Communications to create collateral fundraising materials where required
- Develop and implement a strategy for donor naming opportunities
- Provide external industry knowledge, monitor trends in the philanthropic environment and implement best practices as appropriate

Qualifications & Experience

- An undergraduate degree in Business, Arts, Fundraising or Marketing & Communication or a related field
- Minimum 5 years of successful professional experience in fundraising with a focus on major gifts; proven experience in closing major gifts and meeting gift goals
- Previous experience working in a major gifts program environment, preferably in the arts and/or not-for-profit sector
- Strategic planning experience including the ability to develop and implement strategies in support of future major giving goals and initiatives
- Ability to understand the needs and interests of major donors in order to develop relationships between them and the Museum
- Demonstrated ability to work with senior volunteers and senior organizational leadership
- Success in the recruitment, orientation, training and motivation of volunteers who support major gift goals and programs
- Exceptional planning, organization, project management, prioritization, and time-management skills are required to manage multiple on-going projects simultaneously
- Strong analytical, research, interpretative, and evaluation skills in order to direct all major gift prospect research
- Excellent oral and written communication skills and ability to effectively direct all grant proposal writing and ensure a high level of quality
- Previous leadership experience and strong management skills
- Strong interpersonal skills and an outstanding donor centric approach
- Expressed interest in the mandate of the Museum
- An affinity with the underlining goals and philosophy of the Aga Khan Development Network
- Knowledge of Canadian tax laws that impact charitable giving, personal assets and estates
- Computer literacy and competency with word-processing and spreadsheet applications, fundraising and prospect management databases, and internet skills
- Experience with CRM moves management software an asset; Tessitura experience will be advantageous
- CFRE designation or equivalent an asset



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To Apply

Please send your cover letter and resume to akm.hr@akdn.org on or before July 29, 2016.

The Museum thanks all those who apply, however only shortlisted candidates will be contacted.

Please note that the Museum is an equal opportunity employer and is committed to fair and accessible employment practices. Upon request, suitable accommodations are available under the Accessibility for Ontarians with Disabilities Act for applicants invited to an interview.