



STILL MOON ARTS

## **Operations and Fund Development Manager**

### **About us**

Since its founding in 2004, **Still Moon Arts Society** has used the power of artistic experiences to move and engage people in the Renfrew-Collingwood neighbourhood and beyond, and has been a model for community engagement, health, youth leadership, and environmental awareness through art and stewardship.

### **About this position**

The **Operations and Fund Development Manager** supports the daily administrative operations and fund development needs of Still Moon Arts Society. This position works closely with the Artistic Director, staff and contractors, the board of directors and its committees, community members and partners. While this position works under the direction of the Artistic Director, this position will also be responsible for developing a deep and thorough understanding of the mission, vision, and values of the society in order to make decisions, set direction, and build relationships on a daily basis, as well as supporting Still Moon Arts Society's various programs and projects, such as the annual Renfrew Ravine Moon Festival, the Alder Eco-Arts Hub, and environmental stewardship programs.

### **Responsibilities**

#### **Operations**

- Assist the staff with creating and maintaining organizational, logistical, and strategic documents.
- Maintain and oversee Google Drive files as communication and strategic tools for the organization.
- Coordinate and support the hiring, onboarding, supervision, and mentorship of staff, as needed.
- Create contracts for contractors, including pay rates (based on [CARFAC](#) minimums when possible), pay schedule, deliverables, and terms.

#### **Finances & Fundraising**

- Collaborate with Artistic Director and Programs Manager to draft and compile major grant applications including, but not limited to, BC Arts Council, City of Vancouver, BC Gaming, Canada Council, and Environment Canada.
- Work with Board of Directors' Fundraising Committee to assist with fund development initiatives, which may include grant applications, social enterprise initiatives and/or sponsorships, and yearly mail out campaigns to foundations
- Seek/research new funding opportunities, including grants, foundations, and sponsorships that fit with the mission, vision, and values of the society.
- Maintain the annual budget and various program budgets in consultation with the Artistic Director, Bookkeeper, and Treasurer.
- Coordinate payment for staff and contractors, including appropriate recordkeeping/filing as directed by the Bookkeeper and/or Treasurer.
- Write and compile final reports for project funders in collaboration with Programs Manager and Artistic Director.



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### **Qualifications**

- History of successful grant-writing and/or fundraising campaigns in a nonprofit environment.
- Understanding of the local, provincial, and/or federal-level community engaged art and/or environmental funding sector and trends.
- Excellent organizational skills, including time management and prioritization.
- Creative capacity for designing social experiences that value connection and belonging through the arts.
- Able to work both independently and collaboratively with others.
- Experience with supervising and/or mentoring staff and/or volunteers
- Able to set own deadlines, and take initiative.
- Excellent written/verbal communication.
- Demonstrated ability to adapt to varying work environments
- Proficiency in Office Suite & Google Suite
- Post-secondary studies in communications, geography, environmental sustainability, social practice art, event planning, English, nonprofit management (including finance and human resources), or other related field OR equivalent combination of knowledge and experience

### **Assets:**

- Connections and knowledge of the Still Creek Corridor and/or Renfrew-Collingwood community.
- Knowledge of environmental stewardship practices and reporting
- Familiarity with bookkeeping with Quickbooks or equivalent
- Valid drivers licence and access to vehicle
- Related art practice
- Second language, such as: Cantonese, Mandarin, Vietnamese, Tagalog, Spanish, Arabic, or Punjabi.

### **Job Details**

**Salary:** \$24.00/hour

**Schedule:** 16-24hrs/week, some evening and weekend work required.

**Location:** Renfrew-Collingwood community, Vancouver

Please note, this is a contract is for services until April 30, 2020 as Still Moon Arts Society is currently undergoing strategic planning and this position may change as a result of it. Should a similar position become available following our strategic planning, the incumbent of this position will be considered an internal candidate for the new position pending a performance review.

**Please submit your resume and cover letter to [stillmoonarts@gmail.com](mailto:stillmoonarts@gmail.com) by October 14th, 2019 end of day.**

*Still Moon Arts is an equal opportunity employer. We encourage individuals from a variety of backgrounds to apply, including folks from the LGBTQ community, women, Indigenous people, newcomers, and others from visible minorities.*