



December 2018

JOB POSTING

Position Title: Development Assistant
Location: Winnipeg, MB
Term: Permanent, Full-time

With one of North America's premier outdoor music festivals as its signature event, the Winnipeg Folk Festival is a year-round, charitable arts organization that presents live music, arts events, and education & outreach programs designed to benefit the community. The 46th summer festival will be held July 11-14, 2019.

The Winnipeg Folk Festival is seeking an outgoing and detail-orientated team player to provide administration support and assist with all fundraising activities including individual-giving campaigns, sponsorship, grants and fundraising and stewardship events.

The Development Assistant is responsible for the following functions:

- Work closely with the Director of Development to execute the individual-giving campaign, which includes the coordination of appeals and impact reports, tax receipts, and maintaining donor data
- Process and track monthly donations
- Track all donor stewardship activities and ensure their fulfillment
- Coordinate and attend Development committee meetings, record and distribute minutes and generate fundraising reports for the committee
- Work closely with the Sponsorship Coordinator to assist with fundraising and stewardship events, providing administrative and logistical support.
- Coordinate donor listings for festival materials, including the festival program book, website, annual report and festival signage
- Maintain the Development department calendar, including grant application and reporting deadlines
- Provide logistical and administrative support to the Sponsorship Coordinator for sponsor activations and events, supporting volunteer crews as needed
- Organize and track the festival's ticket donations program

Qualifications & Assets:

- Two years' experience in a not-for-profit organization, preferably with fundraising experience
- Database management (experience using a donor database management system preferred)
- Meticulous attention to detail
- Superior customer service skills

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- Effective verbal and written communication skills
- Demonstrated project management skills including ability to prioritize multiple tasks, deadlines and changing priorities
- Self-motivated with a positive attitude

Salary is competitive with an excellent benefit plan and flexible team environment.

Please send resume and cover letter by **January 14, 2019** to:
Kelly McArthur, Director of Development
Email: kmcarthur@winnipegfolkfestival.ca

We thank all who apply however only those selected for further consideration will be contacted.