



## **Fund Developer**

This position will work with the Artistic Director of Still Moon Arts, the Moon Festival Director, members of the Still Moon Arts Board, and the summer team. It is designed to support the funding needs of the Society and the fundraising ideas of the Board, while catering to the goals and skills of the summer student. Through this job, the student will be able to build a deeper understanding of the daily administrative, budgeting, and artistic tasks required to run a small non-profit community arts organization.

### **Responsibilities**

- Develop year-long strategy for fundraising beyond grants in collaboration with the Board of Directors and Communications Committee
- Create and deliver presentations and fundraising proposals to the Still Moon Arts Board
- Research and develop fee-for-service educational opportunities and other social enterprise ideas with Still Moon Arts, including updating website and gathering testimonials
- Collaborate with Youth Engagement Coordinator, Board of Directors, and summer team to develop and implement fundraising ideas
- Collaborate with Communications Coordinator to update sponsorship packages, effectively utilize social media, and create marketing strategy
- Cultivate new donors in local businesses and community organizations: build strong relationships on mutual assistance and recognition
- Work with Artistic Director in grant writing and reporting

### **Qualifications**

- Post-secondary studies in marketing, business, event planning, nonprofit management, communications, geography, psychology, english or other related field an asset.
- Enthusiasm about Still Moon Arts' values, vision, and mission
- Understanding of best practices in fundraising for nonprofits
- Excellent organizational skills, including time management and prioritization
- Able to work independently, set own deadlines, and take initiative
- Strong written and verbal communication skills; ability to write and deliver clear, structured, articulate, and persuasive proposals
- Second language such as Cantonese, Mandarin, Tagalog, Vietnamese, Hindi, French, or Spanish an asset.
- Demonstrated ability to adapt to varying work environments
- Post-secondary studies in marketing, business, event planning, nonprofit management, communications, geography, psychology, english or other related field an asset.
- Proficiency in Office Suite and Google.

Job Details

Salary: \$15.00/hour

Schedule: TBD based on Canada Summer Jobs official confirmation.

Includes some evenings and weekends.

Location: Renfrew-Collingwood community, Vancouver

Please submit your resume and cover letter to **Crecien Bencio** at **crecienbencio@gmail.com**.

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