The Power Plant Contemporary Art Gallery at Harbourfront Centre is Canada’s leading public gallery devoted exclusively to the art of our time and is recognized as an important centre for contemporary art in North America. Since 1987, The Power Plant has been on a mission to create an open culture and community for people to be face-to-face with thought-provoking contemporary art and ideas. We have a culturally diverse workforce and audience whose lives and communities we seek to enrich through encouraging exploration of self and society. More than a gallery, The Power Plant is a community hub that caters to adults, youth, and children through broad and unique programming. It is a window into a diverse range of ideas and perspectives that inspire unlimited personal discovery. To learn more about us, please visit us at www.thepowerplant.org.

We are currently looking for a resourceful, dynamic and results-oriented Grants & Foundations Officer to identify, define, develop and secure funding sources from public, private foundations, corporate entities and foreign organizations in support of The Power Plant’s curatorial and public programs, events and operational activities.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Grants and Foundations Officer</th>
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<tbody>
<tr>
<td>Reporting to:</td>
<td>Head of Development</td>
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<td>Type of Employment:</td>
<td>Full time, 35-hour work week</td>
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<td>Compensation:</td>
<td>$55,000 to $65,000 per year, including a comprehensive employee benefit package</td>
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SUMMARY OF FUNCTION:

The primary function of the Grants & Foundations Officer is to identify, define and develop funding sources from public, private foundations, corporate entities and foreign organizations to support existing and planned program activities at The Power Plant. This role is also responsible for developing, writing, submitting and managing grants and project proposals to foundations and corporate entities, overseeing the implementation and reporting on all successful funding applications. The Grants & Foundations Officer will build and maintain positive, healthy relationships with a network of contacts at government, private and corporate agencies and foundations, managing and implementing ongoing stewardship for portfolio of accounts, as well as managing and tracking an annual application calendar. Additionally, the incumbent will oversee budget management and invoicing accounts receivable and payables for portfolio of accounts and will develop and successfully attain annual revenue targets, briefing and creating meeting notes and packages for the Head of Development and/or for the Director of The Power Plant, as needed.
DUTIES:

- Create and implement a strategy with the Head of Development and team to further grow the revenues generated from grants, originating from government, institutional and private sources.
- Research and identify grant opportunities and appropriate prospects.
- Work with gallery staff to identify new core funding opportunities that align with the needs and interests of trusts and statutory funders, packaging these creatively and strategically.
- Prepare proposals, grant applications and foundation packages, with approval of the Head of Development.
- Manage relationships with new and existing foundations and develop and deliver foundation strategy and protocols.
- Create foundation packages and campaign plans for exhibitions and Education and Public programs.
- In collaboration with the Curatorial and Education and Public Programs departments, write reports to government, corporate, and institutional foundations as required.
- Engage with program officers at organizations to solicit invitations to submit proposals.
- Deliver foundation and VIP donor events.
- Serve as a liaison to all funding agencies or organizations.
- Manage, coordinate, track and evaluate the annual grant calendar and budget.
- Work closely with the Head of Development and team to develop and track the grants and sponsorship budget and expected income throughout the year.
- Monitor the financial management of designated grants and sponsorship programs in collaboration with the Finance Manager.
- Manage and update the CRM database to ensure that public grants and foundations records on the gallery's database are accurate and up to date.
- Adhere to a calendar of both new applications and reporting requirements for secured grants.
- Manage or contribute to production of both interim and final reports for funders.
- Assure the completion of acknowledgement/thank you letters relating to awarded grants and sponsorships.
- Manage and ensure accurate and timely entry of grant institution contact information.
- Manage highly confidential financial information.
- Manage the recording and issuing of all sponsorships and tax receipts in a timely manner.

QUALIFICATIONS & REQUIREMENTS:

- Bachelor’s degree in communications, liberal arts, art history or other related area.
- Minimum of 3 years’ experience in grant writing and fundraising with demonstrated experience in researching, writing and general fundraising initiatives for a cultural or educational institution.
- Resourceful, lateral thinker with initiative and flexibility to create and articulate a convincing, coherent fundraising case in writing and in person.
- Exceptional interpersonal skills to deal with a wide variety of people at all levels.
• Excellent verbal and written communication skills. Courteous approach to all written and verbal communications with patrons, members, sponsors, and vendors is required.
• Proficient in research, interpreting, and analyzing diverse data and possess the ability to work collaboratively and independently to achieve stated goals.
• Discrete, with sound judgment and the ability to handle confidential matters in a professional manner.
• Strong time management and organizational skills to manage multiple priorities.
• Good working knowledge of national, provincial and municipal governmental agencies is required, as well as current knowledge of the art scene and environment in Toronto, Canada and abroad.
• Excellent computer skills with good working knowledge of Microsoft Office and familiarity with CRM databases.
• Ability to work under pressure and to meet multiple and simultaneous deadlines.
• Ability to work outside of normal office hours, when required.
• Ability to work both independently and collaboratively.
• Strong problem-solving skills and ability to think creatively.
• Willingness to take on other assigned tasks as required.
• A positive approach to working in a fast-paced environment.
• Flexibility in working with shifting priorities.
• An understanding of, and commitment to The Power Plant’s mission and values.
• Must be legally eligible to work in Canada. All international applicants must have a valid employment Visa authorizing their ability to work in Canada on a full-time, ongoing basis.
• This role is based in Toronto. The Power Plant is following and complying with all local and provincial protocols associated with the COVID-19 pandemic. While we are currently accommodating employees on a work from home arrangement, the candidate must be able to work on site at our lakeside gallery as needed, and when a return-to-work directive is communicated.
• The Power Plant recognizes its heightened duty to protect employees from health and safety risks during the current pandemic. As such, an offer of employment shall be conditional on proof of full COVID-19 vaccination with a vaccine series approved by Health Canada or the World Health Organization.

HOW TO APPLY:

The Power Plant is committed to diversity an inclusiveness. We encourage qualified applicants from all backgrounds to apply. Acceptable applications must include a current resume and a cover letter indicating why you wish to join the team, how you meet the essential criteria for this role, and your salary expectation.

Qualified applicants are encouraged to apply by contacting jobs@harbourfrontcentre.com by no later than April 15, 2022. Please quote TPP Grants & Foundations Officer in the subject line of your application.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Suitable accommodations will be available upon request during the hiring process.