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 dynamic, creative, detail-oriented and organized Development Coordinator to plan and execute all event related activities at The Power Plant inclusive of annual fundraising events and signature events, exhibition openings and previews, external event rental requests, as well as support donor and sponsor cultivation and stewardship efforts.

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Development Coordinator</th>
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<tbody>
<tr>
<td>Reporting to:</td>
<td>Sponsorship &amp; Major Events Manager</td>
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<tr>
<td>Type of Employment:</td>
<td>Full time, 35-hour work week</td>
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<td>Compensation:</td>
<td>$45,000 to $55,000 per year, plus a comprehensive benefits package</td>
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<td>Location:</td>
<td>Toronto</td>
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SUMMARY OF FUNCTION:

As part of the Development team, the Development Coordinator will be responsible for the planning and execution of all event related activities at The Power Plant. This includes annual fundraising events such as Power Ball, Face to Face and other signature events to be held throughout the year, as well as exhibition openings and previews, rentals, donor and sponsor cultivation, and aspects of member and recognition events. This position will also be responsible for sponsorship stewardship and fulfillment, including hospitality events associated with sponsors of special events and exhibitions. Additionally, the Development Coordinator will work with the Development team on prospect research for potential grants, corporate sponsors, individual donors and new members.
DUTIES:

- Coordinate the production of all TPP events (exhibition openings, major fundraising, sponsorship hosting, donor hosting, business and member events), serving as the gallery’s lead contact for events coordination/logistics.
- Prioritize and schedule work, organizing workflow in accordance to agreed deadlines.
- Coordinate event set-ups and strike downs and update and monitor the production budget.
- Obtain liquor and food permits at least 60 working days before event date.
- Book/arrange for rental services, equipment and catering 60 working days before event date.
- Ensure each event has a contingency plan as agreed with the Sponsorship & Major Events Manager.
- Be present during events where applicable in order to troubleshoot any arising issues.
- Source, negotiate and manage relationships with external vendors and suppliers of all events at The Power Plant via written and verbal communication.
- Manage volunteers for all special events, ensuring they are briefed about their role and fulfill their duties.
- Ensure thank you packages and tax/business receipts are sent to all donors/sponsors in a timely manner.
- Work with the Sponsorship & Major Events Manager to develop a Power Ball initial written plan by 15 September each year, including sponsor prospects, budget forecasting and list of roles in agreement with TPP Director. Provide detailed monthly and weekly update on progress to the Sponsorship & Major Events Manager, Head of Development and TPP Director up to the date of the event.
- Coordinate the logistics for the gallery’s annual fundraiser The Power Ball, serving as staff lead with the Power Ball ticket selling committee volunteers and playing an active role in all aspects of this event. This includes working with the Director, The Power Plant, the Development team and volunteer co-chairs to secure sponsors, cash and in-kind donations, coordinating all stages of the planning process, event implementation and management, and reporting preparation and communication.
- Coordinate and track event budgets and reconcile on a regular basis for invoicing and for charge backs, reconciling them at event end with Sponsorship & Major Events Manager.
- Ensure that each event is on budget.
- In consultation with TPP Donor Programs Manager, oversee all logistical tasks for Power Plant membership events (licenses, permits, catering and staffing).
- In consultation with Sponsorship & Major Events Manager, develop strategies for gallery rentals and for growing and improving social events, and also manage all rental events including liaising with clients.
- In consultation with Sponsorship & Major Events Manager, solicit in-kind sponsors for fundraising events and draft contractual agreements. Manage the fulfillment of in-kind sponsors and other event participants.
- Liaise with TPP Head of Installation & Facilities, Harbourfront Centre Operations, Security, Parking and other departments to coordinate pertinent requirements for all events.
- Work with TPP Head of Communications & Marketing on service sponsor’s marketing and hospitality benefits.
- Use Tessitura for database management, updating contact information for development sponsors and entering payments received for events.
- Assist Development team with research associated with grants and sponsorships.
• Manage highly confidential financial information.
• Perform special projects and other duties of a similar nature or level assigned by the Sponsorship & Major Events Manager from time to time.

QUALIFICATIONS & REQUIREMENTS:

• A minimum of three years of experience planning and executing major donor and development fundraising and special events.
• An understanding and interest in contemporary Canadian and international art.
• Strong work ethic, organizational and planning skills with attention to details.
• Proven ability to work in a collaborative, team environment, as well as, independently.
• Goal-oriented, innovative and driven; at times handling multiple competing priorities.
• Enthusiastic and creative with a positive attitude
• Proven experience working with volunteers and the tact and poise to deal with highly motivated, well-connected and opinionated volunteers.
• Excellent verbal and written communications, interpersonal skills to deal tactfully with a variety of people, artists and external groups and agencies.
• Clear understanding of financial priorities and budgets associated with special events.
• Ability to organize and plan multiple and simultaneous activities to meet tight deadlines.
• Excellent computer skills (Microsoft Office, Film maker Pro)
• Ability to perform under pressure to various deadlines.
• Ability to work flexible schedule; occasional evening work at events will be required.
• An understanding of and commitment to ThePower Plant’s mission and values.
• Prior experience at an arts organization in the not-for-profit sector is an asset
• Proficiency with CRM software such as Tessitura, Raiser’s Edge, Salesforce etc. is an asset.
• 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. Remote work from home is currently in place, however the candidate must be able to work on site at our downtown lakeside gallery as needed, and when a return-to-work directive is in place.
• 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 and 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 Development Coordinator 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.