

Development & Operations Officer

- **Term:** One year fixed-term contract with potential for advancement opportunities
- **Length of Assignment:** Full-time work (Tuesdays to Saturdays), 35 hours / week, including occasional evenings and weekends
- **Location:** Toronto, ON; onsite and occasional remote work as required
- **Salary:** \$55,000 – \$59,000 per annum, plus health and dental benefits after 3 months, 2 weeks vacation time to start, additional paid vacation days during closure periods (3 set weeks), and a professional development stipend

Mercer Union, a centre for contemporary art is seeking a motivated and collaborative Development & Operations Officer for a one-year term beginning 23 September 2025.

As a key member of Mercer Union's full-time team, the Development & Operations Officer is responsible for implementing compelling fundraising and engagement strategies across multiple revenue streams, including individual giving, foundation and government grants, and corporate sponsorships. The Development & Operations Officer executes creative and engaging fundraising campaigns, grant applications, stewardship strategies and activities that serve to diversify Mercer Union's revenue streams in support of its mission and strategic priorities. They provide administrative support to all fundraising activities through database management, financial coordination, and the development of donor communications materials.

The Development & Operations Officer works cross-departmentally to ensure a cohesive and strategic approach to donor and community engagement and broader communications objectives. In addition, the role oversees general office administration and supports the Bookkeeper in coding, organizing, and filing financial records. The role shares general office and gallery duties with other staff.

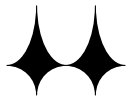
This position is eligible for review for advancement opportunities upon successful completion of the term.

Key Responsibilities:

Fundraising Operations

Support the Director & Curator in the implementation of the annual fundraising strategy including:

- Contribute to the development of Mercer Union's annual giving and targeted fundraising campaigns



- Execute annual giving activities including direct mail solicitation letters, digital campaigns, peer-to-peer fundraising, monthly giving, and special appeals
- Collaborate with marketing and communications staff to design and deliver engaging campaign materials; execute the production and distribution of campaign materials
- Track and analyze individual campaign performance metrics to refine strategies and ensure annual giving goals are met
- Create and manage segmented solicitation plans to drive acquisition, retention, and upgrades
- Assist with special appeals by preparing donor communications materials, including case for support documents, briefing materials, proposals, presentation decks, thank-you correspondence, and impact reports
- Lead the execution of hospitality, donor cultivation, stewardship, and gallery events, including procuring SOPs, catering and vendors, alcohol, supplies, overseeing guest lists, and coordinating marketing materials
- Steward existing donors and enhance donor retention by supporting a culture of gratitude
- Prepare applications for government, foundation, and corporate sponsorship grants by compiling required materials and writing proposals, including budgets, with support from Curatorial staff
- Prepare written evaluations, final reports, and financial reconciliations of gallery programs in alignment with funders' unique requirements
- Conduct research to identify prospective donors and funding opportunities
- Support Fundraising Committee by contributing summary of activities to Board and Committee reports, participating in meetings, and preparing and presenting materials to the Committee

Fundraising Administration

- Support the Director & Curator in tracking annual fundraising targets across all income streams
- Process donations, acknowledgements, renewals, and tax receipts
- Ensure accurate and up-to-date record keeping, including tracking gifts, donor contact information, and campaign activity in DonorPerfect
- Ensure appropriate donor recognition and adherence to logo usage guidelines
- Maintain internal timelines for development, including tracking key delivery dates for grant deadlines and other funding requests

Office Administration

- Oversee general management and organization of the office, including procuring office and cleaning supplies, and liaising with contractors and suppliers
- Oversee stock and organization of publications, editions, and multiples; fulfill shop orders and respond to related inquiries
- Support the Bookkeeper in day-to-day financial record-keeping and preparation for annual independent audit and charitable return filing; tasks include coding revenues



and expenses, organizing credit card statements and posting transactions, filing invoices, statements, and banking records, making bank deposits, and compiling documents.

Skills and Experience:

The successful candidate will bring 2+ years of experience in a development environment, ideally in the cultural, non-profit sector in Canada. They will have a proven track record of delivering on revenue goals and have strong grant writing and research experience. They will be a passionate individual who can advocate for the arts with a natural inclination for community engagement and outreach. Knowledge of contemporary art practices and artist-run centres (their history, and their unique position within the greater Canadian arts ecosystem) is an asset.

The ideal candidate will also possess a combination of the following skills and experience:

- Experience in managing fundraising, stewardship, and client-hosting events
- Experience working with CRM databases; DonorPerfect experience is an asset
- Familiarity with gallery operations and event planning
- Demonstrated ability to manage projects and work collaboratively
- Demonstrated initiative, tact, diplomacy, attention to detail, and creativity
- Strong organizational, analytical, and communication skills
- Proficiency in computer programs (Google Suite, Adobe Creative Cloud, Dropbox)
- Knowledge of CRA charitable regulations and commitment to ethical fundraising practices

To Apply:

Eligible individuals are invited to submit a **resume** (2 pages max) and a **cover letter** (1 page max) to jobs@mercunion.org by **7 September 2025**. Please reference “Development & Operations Officer” in the subject line. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Mercer Union is an equal opportunity employer and is committed to building a skilled and diverse workforce that reflects the communities we serve, and actively works to increase representation and employment equity within the arts. We strongly encourage applications from racialized candidates, Indigenous peoples, 2SLGBTQIAP persons, and persons with disabilities. If you identify as a member of these groups, you are invited to voluntarily self-identify.

Mercer Union is committed to fostering a diverse and inclusive work environment and to providing employment accommodation for those who identify as disabled. Please direct general inquiries about this position, including questions about access and accommodations for the position and during the hiring process, to jobs@mercunion.org.