

Development & Stewardship Manager, Gibsons Community Building Society and Gibsons Marine Education Centre Society

Background

The Gibsons Community Building Society is a not-for-profit society that operates the Gibsons Public Market and the Nicholas Sonntag Marine Education Centre.

Gibsons Public Market is a community project that inspires and supports economic activities in the region. The public market is a destination for Sunshine Coast residents and visitors of all ages where all are welcome to convene and learn, enjoy local food, fresh produce, art and entertainment. The public market provides space for community activities, gatherings, workshops, a marine education centre, a community kitchen, and a bistro.

The Nicholas Sonntag Marine Education Centre is a 30-tank “collect-and-release” aquarium located at the Gibsons Public Market. The aquarium is home to more than 200 creatures representing 70 species, all collected from the pristine waters of Howe Sound and Sechelt Inlet. The Centre is designed to showcase the mystery, wonder, and magic of the amazing undersea world at our doorstep, inviting visitors to discover how the ocean connects us to all of life and to each other.

Job Purpose and Summary

The Development & Stewardship Manager is the primary staff person responsible for design and delivery of the Society’s development and recognition initiatives.

The Development & Stewardship Manager reports directly to the Executive Director, supporting the work of the Fundraising Council.

The Development & Stewardship Manager’s scope of work includes corporate sponsorship programs, the Gibsons Community Building Society capital campaign, stakeholder relations and recognition, the annual Gala fundraiser, and community reporting for the Society and its subsidiary, the Gibsons Marine Education Centre Society.

Duties and Responsibilities

Corporate Sponsorship Programs

Take a lead role in promoting corporate sponsorship opportunities in support of the Society’s community programs. For each program area – Local Economic Development, Marine Stewardship, Inclusion and Belonging, and Local Food Systems – develop a clear and compelling case for support that justifies the need for funding and raises the organization’s overall profile.

Gibsons Community Building Society Capital Campaign

Continue momentum in the Gibsons Community Building Society capital campaign, attracting new donors and stewarding existing relationships through timely communications and careful maintenance of the Society’s Giving Tree installation.

Stakeholder Relations

Using the Society's donor management system – Little Green Light – as your guide, and with direction from the Fundraising Council, design and deliver a robust and rational approach to stakeholder engagement. Provide recommendations for a calendarized schedule of communication, ensure all stakeholders are thanked in a timely and appropriate fashion, and assist in planning targeted community appreciation activities.

Gala Fundraiser

Working closely with Public Market staff, the Fundraising Council and the Gala Committee, assist in the planning, preparation and delivery of the Society's marquee fundraising event, the annual Gala Fundraiser. Assume primary responsibility for donor engagement, sponsorship, and the Fund-a-Need auction.

Community Reporting

Honouring the Societies' obligation to their members and the community at large, prepare and disseminate annual reports that (1) highlight the activities undertaken by the Societies in pursuit of their respective mandates and (2) provide factual accounting of the Societies' financial and operational health.

Conditions of Employment

This is a part-time, contract position, based upon a 15 hour per week assignment. Hours may be adjusted over time to fulfill position requirements.

The Development & Stewardship Manager will be based in the administration office at the Gibsons Public Market.

Pay commensurate with experience and assigned responsibilities.