



Coordinator, Stakeholder Relations

This is a permanent full time opportunity, 40 hours per week. In Person with the possibility of becoming hybrid upon approval.

Who We Are

The National accessArts Centre, affectionately named the NaAC, is an amazing but fast-paced, work environment where we all collaborate to provide artistic training, creation, exhibition, and present opportunities for artists with disabilities. As a creativity hub for artists living with disabilities, so often limited in their opportunities and choices, we blur the lines between professional artists, disabled artists, entrepreneurs, innovators, and storytellers by sharing their work internationally and re-shaping how the world views and appreciates their talents and place in our communities.

Who You Are and What You Will Do

You are a multi-tasking wizard able to work both autonomously and as part of a team. Highly adaptable, you can re-organize your priorities to suit the ever changing needs of the organization. You really shine when meeting potential donors and have no trouble fostering long term relationships. You've been waiting for an opportunity that will empower you to take ownership of your place in the organization and make it yours.

Reporting to the President & CEO, the Coordinator, Stakeholder Relations (CSR) plays an integral role in supporting the organization in meeting its strategic goals. The role is truly multi-faceted with job duties and responsibilities that span CEO/administrative support, fundraising, marketing/communications, and board governance. Simply put, the CSR is a "connector," ensuring that the organization is connected to internal and external stakeholders, and that staff and departments are connected with each other.

- **Fundraising (30%):**
 - With direction from the CEO, and working with the Director, Development, the CSR will update/create/execute fundraising plans to increase private/foundation gifts to the organization;
 - will have the autonomy to create and steward relationships with donors and donor prospects;
 - will execute fundraising events as required.
- **Marketing/Communications Lead (30%):**
 - With direction from CEO and management, the CSR will also be responsible for the management/execution of the organization's marketing and communication needs, including newsletter updates, social media, website updates, and more;
 - working with suppliers (designers, printers, videographers), the CSR will manage the successful execution of marketing/communication projects as required;
 - will execute general awareness events (Annual General Meeting, summer BBQ, open houses) as required.
- **CEO Support (25%):**
 - Acts as the administrative support for the CEO, with a focus on calendar management, travel arrangements, and expense reports;
 - with direction from the CEO, the role also functions as a staff liaison for and meeting organizer and minute taker for the Board of Directors.
- **Other tasks as required (15%):**
 - Time permitting, may provide administrative support for the rest of the organization as required.

Experience and Skills You'll Bring

- Knowledge of social media marketing techniques and strong written communication as it pertains to marketing.
- Administrative; project management; event management experiences are assets
- Strong team player, able to adapt to the differing needs of their environment.
- Exemplary verbal and written communication skills; attention to detail.
- Experience working with individuals with developmental disabilities (asset).
- Intermediate to strong skills in Microsoft Outlook and Word. Zoom facilitation.

Pay Rate & Working Hours

- \$50,000.00 annually + full benefits
- Mon-Fri | 40 hours/wk. Possible eve/wkd

Diverse & Inclusive Work Environment

The National accessArts Centre is an equal opportunity employer and prides itself on offering a diverse and inclusive workplace, free of discrimination and harassment. We invite **all** qualified and eligible persons to apply. Decisions will be based on qualifications.

To Apply

Submit your resume, with a cover letter, to Heather Jones at heather.jones@accessarts.ca. This opportunity will remain open until a suitable candidate has been confirmed but candidates are encouraged to apply as soon as possible.

The NaAC facility is 100% accessible. We will endeavour to offer additional reasonable accommodations to interviewees, as required, with notification provided at the time an interview is booked.

Please note that we are unable to grant all applicants an interview and will select candidates based on the completeness of their application and their qualifications.