

BERMUDA NATIONAL GALLERY

Organisation

Founded in 1992, the mission of the Bermuda National Gallery (BNG) is to serve the diverse community through an evolving collection, innovative exhibitions, and impactful learning programmes and partnerships. We accomplish this with aesthetic and provocative art exhibitions, an engaging educational programme for all ages, and a satellite location in St. George's. With a permanent collection representing Bermuda, Europe, Africa, sculpture, photography, and more, the BNG aims to be celebrated as a dynamic centre of inspiration through art. We believe that art is for everyone; admission is free. The BNG is certified by the Bermuda National Standards Committee for best charity practice. For more information go to www.bng.bm.

DEVELOPMENT OFFICER Position (Part-time)

Reporting to and in partnership with the Executive Director and on behalf of the Board of Trustees, the Development Officer will enhance the present strategy for raising funds and developing relationships. Together with senior administration, the Development Officer will establish measurable performance expectations in stride with operating and programme budgets, and special projects. Working as a member of an energetic team, the Development Officer will share in the responsibility of stewardship.

Responsibilities

- Assist in the execution of the BNG's annual fundraising and development plan including annual appeal, membership renewal, planned giving, and special events
- Identify and secure financial support from individuals, foundations and corporations
- Develop and maintain ongoing and new relationships with donors
- Write reports, letters, and regular correspondence; oversee mailings
- Maintain and expand the BNG's funding database
- Partner with international donors and museum supporters to expand relations

Qualifications

- BA (required), MA (a plus)
- Required minimum of 3 years professional fundraising experience in an arts/ culture environment with a proven record of success
- Demonstrated excellence in organizational, managerial, and communication skills
- Computer literacy, with knowledge of FileMaker Pro (a plus)
- Ability to work as a leader and as part of a team; "can do" attitude
- Familiarity with the Bermuda National Gallery
- A passion for the importance of art

The successful applicant will be self-motivated, work well under pressure and be able to handle several projects at one time. Kindly submit resume, cover letter, and 3 professional references to: director@bng.bm. **Deadline: July 11, 2014**