



**UKRAINIAN MUSEUM OF CANADA
OF THE UKRAINIAN WOMEN'S ASSOCIATION OF CANADA**

**УКРАЇНСЬКИЙ МУЗЕЙ КАНАДИ
СОЮЗУ УКРАЇНОК КАНАДИ**

Headquarters: Saskatoon • 910 Spadina Crescent East • Saskatoon, SK • S7K 3H5
Telephone: 306.244.3800 • Fax: 306.652.7620 • Email: ukrmuse@sasktel.net • Website: umc.sk.ca

The Ukrainian Museum of Canada with branches in Vancouver, Edmonton, Calgary, Winnipeg and Toronto is one of Canada's foremost major cultural and educational institutions that serve the Ukrainian Canadian and greater community, locally, nationally and internationally. The Museum is seeking qualified candidates for the following position at its headquarters branch located in Saskatoon.

COMMUNITY EXTENSION CO-ORDINATOR

Working with and reporting directly to the Museum Director, duties and responsibilities will include:

1. Assist with developing, coordinating and monitoring the Museum's Fundraising plan. Develop planned giving campaign in cooperation with the Museum Director and Fundraising Chair. Create and maintain electronic and manual files for fundraising campaign and special project materials.
2. Develop and maintain effective relationships with potential members, volunteers, donors, and granters. Research grant opportunities that correspond with the organization, board of directors and administrator's goals. Proposal writing and other communication documents, assist with proposal development.
3. Play a direct role in the planned giving campaign and in an ongoing stewardship campaign of internal and major gifts.
4. Clerical and basic bookkeeping support. Assist with preparation of correspondence and meeting materials as necessary for the position. Participate in direct mail campaigns.
5. Participate in meetings and special events.
6. Assist with recruitment and training of volunteers and act as Liaison between the Museum and prospective volunteers.
7. Provide assistance to Director of the Museum as requested.
8. Other tasks as assigned.

The successful candidate will have experience in a fundraising capacity with a track record of cultivating and closing donations, either personally or with a senior volunteer and or a degree in anthropology, cultural, Slavic or museum studies. Candidates who are in a business development, marketing, administration or sales role within the private sector may also be considered. Knowledge of Ukrainian culture or heritage institutions would be an asset. The successful candidate will possess superior interpersonal communication skills, have basic record keeping abilities and very strong organizational skills, be a self starter, motivated and be willing to work flexible hours.

A driver's license, criminal record check and bondability are necessary.

We thank all those who apply. Only those selected for an interview will be contacted.

Please reply with resume and salary expectations by August 15, 2013 to:

**Selection Committee
Ukrainian Museum of Canada
910 Spadina Crescent East
Saskatoon, SK S7K 3H5**