

DEVELOPMENT OFFICER

DOXA Documentary Film Festival, produced by the Documentary Media Society, is a community-oriented arts organization that premieres Canadian and international documentaries to Vancouver audiences during an annual 11-day festival, along with year-round programming. We are seeking a dynamic individual who is interested in working in an energetic and film-loving environment to fill the contract position of Development Officer.

Contract: January 8 - August 31, 2024

JOB DESCRIPTION:

To serve the mandate, mission and vision of the organization; reporting to the DOXA core staff team, the Development Officer will be primarily responsible for fundraising activities related to corporate and government grants, as well as public and private foundations. The Development Officer will develop, write and submit compelling grant applications and reports; maintain personal contacts with foundations and grant contacts; support in the implementation of DOXA's individual giving program; be an instrumental part of DOXA's progressive and collaborative work environment. A familiarity with the film festival industry and an interest in documentary practice are all major assets. Strong writing skills and experience with the Canadian granting landscape are required.

Grants / Foundations:

- Write and submit letters of inquiry and funding applications to granting bodies, including government funders and corporate, community and family foundations, while tracking and meeting deadlines
 - Increase DOXA's operational grant capacity
 - Develop targeted foundation requests
 - Develop targeted project grant applications
- In consultation with core DOXA staff, manage a pipeline of new prospects and existing funders, including granting agencies and community, corporate and family foundations
 - Research potential foundations, project grants and corporate funding streams, in accordance with organizational mandates and values
 - Maintain an accurate and thorough foundation management system (i.e. Grant Advance)
- Formulate and maintain an annual granting cycle calendar
- Work closely with other organizational departments to gather project and budget information relevant to written applications and reports
- Liaise with various contacts from granting bodies; maintain positive relationships between DOXA and granting bodies
 - Invite granting agencies and foundation contacts to relevant festival activities and events
 - Attend festival activities and events as necessary, in order to meet and steward relevant funding contacts

Donors:

- Support the Director of Development + Special Programs in tracking and liaising with DOXA donors, as necessary
- Contribute to the conceptualization and implementation of DOXA's donation campaign(s) leading up to, during and following festival proper
- Liaise with monthly and regular donors alongside DOXA core staff
 - Foster DOXA's relationship with legacy donors, both current and potential
 - Keep accurate and thorough individual giving records

General Duties:

- Work within the set timeline required to carry out the duties of the position
- Keep accurate and easily accessible records of all work in order to ensure organizational continuity (files, hours, etc.)
- General miscellaneous duties assigned, as required
- Meet with DOXA staff, board and committees, as required
- Share general office duties, including telephone, mail, reception and other as required

QUALIFICATIONS

Applicants should be able to work independently, efficiently and under deadline pressure. Excellent written communication skills are required, and a detail-oriented, organized, motivated approach to workflow is encouraged. A commitment to teamwork and strong interpersonal skills are a must, as the Development Officer will work closely with their colleagues across the organization to meet DOXA's fundraising goals. Applicants must have at least 3 years experience related to organizational fund development, and proven success in grant writing, research and communication. Familiarity with Microsoft Office suite and various data tracking software (i.e. Keela, Grant Advance), and an appreciation for documentary film are major assets.

Working hours:

- Salary will not be pro-rated to reflect any greater or lesser number of hours worked above or below regular working hours. Salary will be paid in equal installments throughout the months of January to August notwithstanding the actual number of hours worked in any month.
- Employment is based on **20 hours/week**, with the understanding that the peak months (eg. lead-up to and during key grant season) may require additional hours, and those hours will be balanced out from banked time prior to or additional time off at a later date. Dates to be approved by DOXA senior staff.

OUR VALUES

DOXA works hard to cultivate an equitable, accessible and respectful environment both in our organizational day-to-day and in festival offerings. The DOXA senior staff is organized laterally, in a non-hierarchical model of leadership. DOXA is a living wage employer. One of DOXA's founding principles is to engage with a diversity of curators, filmmakers, academics and activists to illuminate the intersections of social, economic and environmental

justice. We believe that documentary cinema holds power within movements of social momentum and change, and is a valuable tool in interrogating unjust systems. We also believe in anti-racist education, increased mental health services, income and housing security, harm reduction services, accessible rehabilitation, public arts and cultural programs, decriminalization, transformative justice, and other vital community-based frameworks. **We believe that an investment in documentary film should be informed by a parallel investment in these tools for change.**

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Are you passionate about building capacity in the arts and possess keen written communication skills? Are you interested in furthering your non-profit development experience alongside DOXA's team of skilled and experienced staff? If the answer is yes, and you thrive in a flexible and creative environment, we want to hear from you!

We strongly encourage applicants with lived experience, from Indigenous communities, people of all races, ethnic origins, religions, abilities, sexual orientations and genders to apply. Your lived experience, as it relates to our work, will be valued. All candidates must be eligible to work in Canada, and must be up to date with their COVID-19 vaccinations. This is **not** a work-remote position, though a hybrid in-office/from home work schedule is accepted.

Remuneration: \$2,475 / month + 4% vacation pay

HOW TO APPLY

Please submit a cover letter and resumé to hr@doxafestival.ca, attn: Sarah Bakke, Director of Development & Special Programs. Deadline to apply is 11:59PM PST on **December 6, 2023**. We thank all candidates for applying; however, only those selected for an interview will be contacted.