

The Children's Museum is located at The Forks, in the heart of downtown Winnipeg. Housed in the oldest surviving train repair facility in Manitoba, the museum features twelve permanent galleries. For over 35 years, it has been the place for families to play, laugh, learn, and grow. The Children's Museum exists to spark kids' creative learning. As a non-profit charitable organization, the Museum believes in the potential of all children and provides an interactive learning environment that nurtures the power of imagination and spirit of self-discovery.

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## The Opportunity

This is a 50% position with a salary range of \$40,000 to \$50,000, and the potential to grow to full-time in the future.

The Children's Museum is seeking a Sponsorship Manager to manage all aspects of their sponsorship program. This is a unique, exciting opportunity to contribute to the next chapter in a beloved community organization. Reporting to the newly appointed Executive Director (ED), the successful incumbent will actively build revenue by creating a strong sponsorship experience through meaningful engagement and a dedicated approach to stewardship.

The successful incumbent will be a highly organized and creative individual, capable of managing multiple priorities and deadlines while working collaboratively with colleagues and other stakeholders.

## Key Responsibilities

- Work in collaboration with the ED to develop an annual sponsorship plan, create new sponsorship opportunities and identify additional sources of revenue.
- Lead the solicitation, engagement, and stewardship of sponsors, cultivating an environment where they feel connected and valued.
- Steward relationships with existing sponsors to strengthen strategic partnerships and ongoing support for the organization.
- Contribute to the planning and execution of various special events and marketing initiatives.
- Manage all administrative functions related to sponsorship and supporting events.
- Adhere to the legal, regulatory, and ethical fundraising and financial standards for charitable organizations.

## Selection Criteria

- Post-secondary education in fundraising, business, marketing, or equivalent experience.
- Minimum of 3-5 years of fundraising experience in a non-profit organization.
- Proven ability to create and execute strategic sponsorship and fundraising plans.
- Experience securing increased donations, significant revenue outcomes, and building long-term sustainability.
- Excellent relationship-building and communication skills.
- Ability to build and steward a network of supporters within the business and donor community.
- Excellent organizational skills and proficient at managing competing priorities and meeting deadlines in a fast-paced environment.
- Strong verbal, written, and presentation skills; able to communicate effectively with a wide range of stakeholders.
- Technologically proficient, comfortable working with database and/or fundraising software, social media and digital tools.
- Membership in good standing with the Association of Fundraising Professionals or equivalent would be an asset.

**To apply submit a resume and cover letter to [chiamaka@harrisleadership.com](mailto:chiamaka@harrisleadership.com) quoting Project #26110.**