



Executive Assistant & Development Coordinator

Winnipeg, MB

The newly opened Royal Aviation Museum of Western Canada (RAMWC), located on the Winnipeg Richardson International Airport campus, is a world-class facility with enhanced experiences. Showcasing more than 20 aircraft within 17 interpretive zones and exhibits, the museum engages visitors in Western Canada's aviation and aerospace heritage while providing an environment to inspire future generations of aviators and innovators. The new RAMWC is a signature attraction and place for discovery, education, entertainment, and inspiration.

As the Executive Assistant and Development Specialist you will report directly to the President and CEO and will be responsible to provide executive-level support. You will also provide support to the Board of Directors, its committees and other stakeholders. You will collaborate and support the Marketing and Communications Team as well.

As we have recently achieved our capital campaign goal, your fund development duties will be focused on supporting staff and volunteers in sponsorship, donation, and fundraising initiatives.

Executive Assistant to the President & CEO duties and responsibilities:

- Perform administrative duties to ensure effective and efficient museum office operations
- Organize complex activities for the President & CEO, including scheduling appointments, meetings, and other engagements
- Be the primary point of contact for board, sponsors, donors, and business and community leaders
- Prepare professional and high-quality correspondence, presentations, briefing materials, financial summaries and other documents for internal and external audiences
- Provide support to the RAMWC Board of Directors and its committees
- Work with the Executive Team to support the hiring and onboarding of new employees

Development Specialist Duties and Responsibilities:

- Write grant proposals in collaboration with the Vice President of Finance, and/or the President & CEO
- Process all donations and pledges using e-Tapestry, issuing receipts and recording and tracking all donations and pledges
- Manage administration of Canada Helps account, including donor correspondence and reporting
- Assist in prospect research, documentation and follow up
- Maintain current, complete, and accurate donor and prospect lists
- Other duties as agreed upon

Qualifications

- 5+ years of experience as a senior administrator
- Post-secondary diploma or degree in related or relevant program
- Advanced writing and editing skills
- Experience with fundraising or CRM management software



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OF WESTERN CANADA

- Experience in the philanthropic or non-profit sector with a board is preferred
- Advanced-level skills in Microsoft Suite
- Experience in Adobe InDesign
- Project and corporate event planning, oversight and logistical monitoring experience
- Strong communication skills and demonstrated ability to work discretely and collaboratively with others
- Willingness to work occasional evenings, early mornings and limited weekends in a flex time environment
- Exceptionally organized and detail oriented, strong financial acumen, adaptable, accountable and collaborative

For more information about the exciting things happening at the Royal Aviation Museum of Western Canada, please visit our website: <https://royalaviationmuseum.com/>

To apply for this position, please send your resume to: apply@customizedrecruitment.ca

We thank all those that apply, however only candidates meeting the qualifications will be contacted.