



POSITION:	Coordinator, Membership and Development
SUPERVISOR:	Lead, Partnerships and Development
CLASSIFICATION:	Support

Situated on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation, and the Traditional Territory of the Erie, Neutral, Huron-Wendat, and Haudenosaunee, the Art Gallery of Hamilton is one of Canada's longest-running arts organizations and has grown, changed and developed along with the many communities it serves. The Gallery delivers exhibitions accompanied by a range of programs and activities geared to encourage access, promote education, and inspire discussion among increasingly diverse audiences both in the immediate region and beyond. We are proud of the work we are engaged in and recognize that the work continues.

We are committed to fostering an equitable, inclusive and accessible workplace, both with our organization and across our sector. We welcome applications from individuals belonging to equity-deserving communities, including Indigenous, Black, and racialized people, persons with disabilities, members of 2SLGBTQIA+ communities and individuals with diverse cultural and socio-economic backgrounds.

The Art Gallery of Hamilton is looking to welcome a Membership and Development Coordinator to join the Development team.

Working closely with the Lead, Partnerships and Development, the Membership and Development Coordinator supports the Gallery's membership, fundraising, stewardship, sponsorship, grant, and event initiatives. As the primary administrator of the AGH membership program, this role manages membership acquisition, retention, renewals, and upgrades to drive membership growth while serving as the main point of contact for member inquiries.

The coordinator maintains accurate donor, member, sponsor, and grant records; processes charitable tax receipts; coordinates member and donor communications; and oversees tracking systems and documentation. The role also supports sponsorship and fundraising initiatives, coordinates community donation requests, and provides administrative support to the Development team, ensuring confidentiality, data integrity, and adherence to fundraising and database best practices.

The ideal candidate has 1-3 years of experience in membership services, fundraising, donor relations, or administrative support. They are passionate about arts and culture and bring strong communication, organization, and relationship-building skills, along with an exceptional attention to detail. Experience working with membership, fundraising, or customer relationship management (CRM) databases is an asset.

We recognize that lived, learned and community-based experience contribute to success in this role and will be valued throughout our recruitment process. We encourage candidates to apply even if they do not meet every listed qualification, particularly if they bring relevant lived experience, cultural knowledge, traditional teachings, community leadership or other equivalent forms of knowledge and expertise.

The role is full-time (35 hours per week) and will require occasional evenings and weekend commitments. Salary range for this role will be between \$40,000 – \$44,000. We are seeking a candidate to fill a new role within the Development team.

*Interested applicants can email a cover letter, and resume to hr@artgalleryofhamilton.com prior to the **application deadline of August 30th, 2026**. We do not use AI tools throughout the recruitment process; as a result, only those under consideration will be contacted.*

The Art Gallery of Hamilton is committed to providing accommodation throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.