Job Posting: Development Manager (Full-Time Exempt)

H.R. MacMillan Space Centre, Vancouver

$80,000-$85,000 salary, commensurate with experience, plus benefits

About us

The H.R. MacMillan Space Centre in Vanier Park has been sparking curiosity about space and science in Vancouver for decades. We run a planetarium, an observatory, school programs and public events, and we're heading into a big few years: a renewed Star Theatre, new spaces for families and learners, and our 60th anniversary in 2028.

The role

We're looking for a Development Manager who gets things done. Our Fundraising Committee sets the direction. You turn it into grant applications submitted, sponsors signed, events delivered and gifts in the bank.

A big part of the job is overseeing our multi-million dollar capital campaign, which launches in 2027 and will fund the next chapter of the Space Centre. This is a hands-on role reporting to the Executive Director and working closely alongside our Development Consultant. You'll conduct the research, write the proposals, and make the asks.

What you'll do

- Work alongside our Development Consultant in overseeing our multi-million dollar capital campaign from launch in 2027 through completion, including the case for support, major gift asks, capital grants, naming opportunities and donor recognition.
- Effectively research, write and submit operating and capital grant applications, including the development of all supporting materials, budgets, letters of support and other materials.
- Provide required reports to grantors including liaising and with internal team on metrics, project evaluations and feedback.
- Develop regular donor and sponsor communications including proposals, newsletters and 1 on 1 correspondence.
- Deliver our new fundraiser series, including sponsorships, auctions and guest experience.
- Launch and run campaigns approved by the Fundraising Committee, such as monthly giving, school sponsorships and seasonal appeals.
- Build relationships with donors and corporate partners, support the Board in their fundraising, and keep our donor records accurate.
- Regularly communicate with donors and sponsors, including sponsor fulfillment requirements.

About you

- 5+ years of hands-on fundraising in a Canadian charity, with results you can point to.
- You've written grants and won them, and you've closed major gifts.
- Capital campaign experience is preferred but not mandatory.
- You write clearly and persuasively.
- You can keep several projects moving at once without missing deadlines.
- You're comfortable working with a Board and a volunteer committee.
- You have a roll up your sleeves attitude and have the ability to work collaboratively and also independently.
- Bonus: CFRE, experience in a museum or science centre, or existing relationships with Vancouver funders.

What we offer

- $80,000-$85,000 salary, commensurate with experience, plus benefits.
- A chance to co-lead fundraising during a landmark period for the Space Centre.
- A small, committed team and a Board that is engaged in fundraising.
- Some evening and weekend work for events, with a workplace full of planetarium shows and telescopes.

How to apply

Send your resume and a short cover letter telling us about a gift or grant you're proud of landing to **careers@spacecentre.ca** by **Thursday, November 12th, 2026**.

We welcome applicants of all backgrounds and encourage people from equity-deserving communities to apply.