

## Candidate Brief

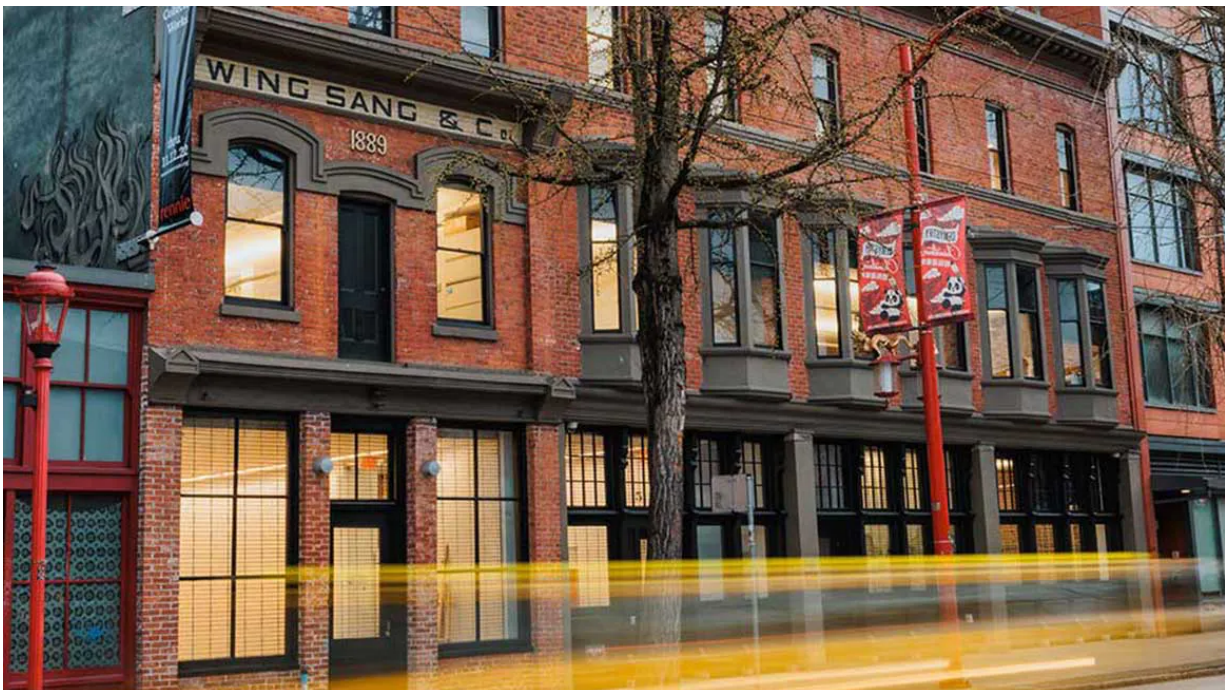


CHINESE  
CANADIAN  
MUSEUM

華裔博物館

Director of Development

October 2023





The Chinese Canadian Museum officially opened on July 1, 2023, in the historic Chinatown district of Vancouver. This momentous occasion was the culmination of years of effort by a dedicated group of volunteers, community members, and the provincial government.

The Chinese Canadian Museum provides a meaningful and transformative experience for all, connecting Canadians to the diverse and eclectic stories and contributions of generations of Chinese Canadians, past and present - with an eye to the future. As Canada's first and only museum of its kind, the Museum's goal is to foster respect, understanding, inclusion and collaboration, and serve as a place where people can gather to bridge cultures, communities, and generations, together.

The Museum's founding supporters include all levels of government and significant donations from individuals and corporate supporters in the community. Now that the initial renovations and gift solicitations are complete, it is crucial to build on the momentum of the initial fundraising campaign.

The Museum is now hiring its first ever **Director of Development** to establish and lead all of its fundraising programs. The Director will work closely with the CEO and Board on new and pre-existing major donor relationships, while building a thoughtful and effective fundraising program to widen and invite more supporters of this phenomenal institution.

CCM requires an experienced inaugural fundraising leader to put these foundational elements in place, continue to develop a culture of philanthropy within the organization, transition relationships with donors, and further establish CCM's presence in the philanthropic marketplace. Reporting to the CEO, Dr. Melissa Karmen Lee, this is an exciting opportunity for an experienced and enthusiastic builder to:

- Establish a robust and professional fundraising program in Canada's first ever museum of its kind;
- Work with a highly engaged and enthusiastic board and leadership group;
- Continue CCM's exceptional momentum and leverage recent attention and publicity;
- Be an essential member of a dynamic, diverse, and collaborative team;
- Shape and direct CCM's fundraising program as their in-house authority and subject matter expert.

## Information for Candidates:

This search is being led by CCM's search partner, Christoph Clodius at The Discovery Group, at [christoph@thediscoverygroup.ca](mailto:christoph@thediscoverygroup.ca). If you or someone you know is interested or curious, please be in touch.

**Application Timing & Process:** The deadline for applications is November 24, 2023. Please apply with a cover letter/expression of interest and CV, ideally in the same document, to Christoph.

**Compensation & Benefits:** The Director of Development salary will range between \$120,000 and \$150,000. CCM offers a benefits package that includes medical and dental coverage through the BC Alliance for Arts, a group RRSP contribution, and the opportunity to work onsite at the Museum.

**Diversity and Inclusion:** We live our values and promoting diversity is core to our mission. We believe that our strength lies in embracing and celebrating the unique qualities, experiences, and perspectives of everyone. We are committed to fostering a workplace environment that champions diversity and inclusion in all its forms.

Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. CCM is dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your past experience or competencies don't align perfectly with every desired trait listed above, we encourage you to reach out anyways.

The Chinese Canadian Museum is located on the traditional, ancestral, and unceded territories of the Musqueam, Squamish, and Tsleil-Waututh peoples in Vancouver, British Columbia. The Museum values the interconnected histories and experiences of Indigenous peoples and Chinese Canadians, and it is our hope to share, reflect, and expand on these stories.



## ABOUT THE CHINESE CANADIAN MUSEUM



The mission of the Museum is “connecting to the Chinese Canadian story – addressing inclusion for all”. The focus of the Museum is to develop and present interpretive content—in exhibitions, public programs, events, and publications—that fosters increased understanding of and appreciation for Chinese Canadian culture.

The Museum will be an enduring cultural legacy for future generations, demonstrating a commitment to Chinese Canadian history.

**Origins:** Following the efforts of dedicated community volunteers, the commitment of the BC government to establish the museum, and an extensive public engagement process to begin to define the Museum’s goals and desired impact, the Chinese Canadian Museum Society of British Columbia was established in March 2020. The Society launched temporary exhibitions, secured a permanent museum site, and procured funders and donors to support the development of the Chinese Canadian Museum.

To make this new provincial Museum a reality, CCM embarked on an ambitious \$25 million fundraising campaign to provide initial start-up operations and a site for the Museum.

Through the leadership of Grace Wong, the Museum’s founding Chair, and the rest of the Board, the Museum acquired support from all levels of government and significant community contributors. Provincial funding was over \$47 million, and the Federal government contributed over \$5 million. Bob Rennie was an early champion, with his family contributing a lead gift of \$7.8 million.



The Chinese Canadian Museum’s home is the Wing Sang Building, the oldest structure in Vancouver’s Chinatown, originally built in 1889 by Chinese merchant Yip Sang for his business “Wing Sang & Co.”.

The Museum opened on July 1, 2023 – a historically significant date since July 1, 1923, was the date of the Chinese Immigration Act of 1923, also known as the Chinese Exclusion Act. The Museum features the national exhibition, *The Paper Trail to the 1923 Exclusion Act*, to commemorate this significant anniversary.

Now, bridging the past to the present while seeding hope for the future, the Chinese Canadian Museum promises a thought-provoking and transformative experience that inspires a sense of pride and respect for the story of Chinese Canadians in B.C., across Canada, and around the world. The Museum will preserve and celebrate Chinese Canadians' historical and cultural contributions, illuminate events of contemporary significance, and provide a space for meaningful dialogue across generations and communities.

CCM will also play a pivotal role in Vancouver's Chinatown revitalization and help anchor the City of Vancouver's UNESCO World Heritage Site application, showcasing the global significance of Chinatown as a site of ongoing cultural and historic value.

**Our Vision:** Society inspired and transformed across generations

**Our Mission:** Connecting to the Chinese Canadian story – addressing inclusion for all

**Our Values:**

- Truth
- Integrity
- Respect
- Learning
- Inclusivity

CCM will soon be developing a new Strategic Plan. Our 2020 – 2023 Plan focused on:

- Relationships: Systematically Identify, Build & Nurture Key Relationships
- Resources: Secure Diversified Short & Long Term Capital/ Operating Resources
- Organizational Development: Grow Operating Capacity & Leadership
- Provincial Hub: Secure/ Develop Provincial Hub
- Regional Hubs & Spokes: Secure/ Develop Regional Hubs & Spokes

Learn more about the Chinese Canadian Museum at <https://www.chinesecanadianmuseum.ca/>

**IMPACT:** The Museum's significance is central to its role in:

- Catalyzing the revitalization of Vancouver's Chinatown.
- Inspiring Canadians across Canada to interpret and seek greater cultural understanding and learn about stories of diversity and inclusion.
- Providing a greater understanding of the contribution of Chinese Canadians to the formation of Canada's history.
- Fostering a deeper knowledge of Canadian identities while instilling a sense of belonging in Chinese Canadian communities.
- Reflecting varied and exceptional Chinese Canadian stories.

The Museum anticipates an annual attendance of 25,000 over the first three years of operation, with over 40 percent of visitors being K-12 schoolchildren. CCM's primary focus is on British Columbia, with schoolchildren visiting our permanent Wing Sang building location.

## PROGRAMMING



As an exceptional historical venue that honours Chinese Canadians' histories, achievements, contributions, and importance, the Museum will continue delivering exhibitions and public programming that create thought-provoking and transformative experiences. Through permanent and rotating exhibitions, public and school programs, guided tours, special events, and proactive community and volunteer engagement, the Museum creates physical and digital experiences that are inclusive and developed collaboratively with our community partners across Canada. Exploring museums gives students and lifelong learners the ability to engage actively in the process of acquiring knowledge and expressing thoughts and emotions.

As a central gathering place to foster dialogue and learning, the Museum provides space to highlight, amplify, and explore issues of both historical and contemporary significance, including relationships between early Chinese migrants and indigenous First Nations peoples across British Columbia. The museum also serves as a unique hub where visitors can access Chinese Canadian resources and provide a platform for diverse Chinese communities to contribute their own family stories and cultural perspectives.

*A Seat at the Table: Chinese Immigration and British Columbia*, was the Chinese Canadian Museum's inaugural, multi-sited exhibition, co-produced by Museum of Vancouver and University of British Columbia. The collaborative exhibition project explores historical and contemporary stories of Chinese Canadians in BC and their struggles for belonging.



## Primary Position Outcomes

Reporting to the CEO of CCM and working closely with Board members, the Director will lead a comprehensive fundraising program. Activities will include:

### Strategy & Planning

- Develop, in partnership with the CEO, the long-range fundraising strategy, aligned with the CCM's strategic goals and mission.
- Assess and explore viable fundraising programs as appropriate; work with the CEO and the Exhibition and Program Manager to understand exhibit priorities and donor opportunities.
- Ensure buy-in and excitement for the plan, enabling a culture of philanthropy across internal and external constituents.
- Set and meet fundraising objectives and evaluate results.

### Development & Fundraising

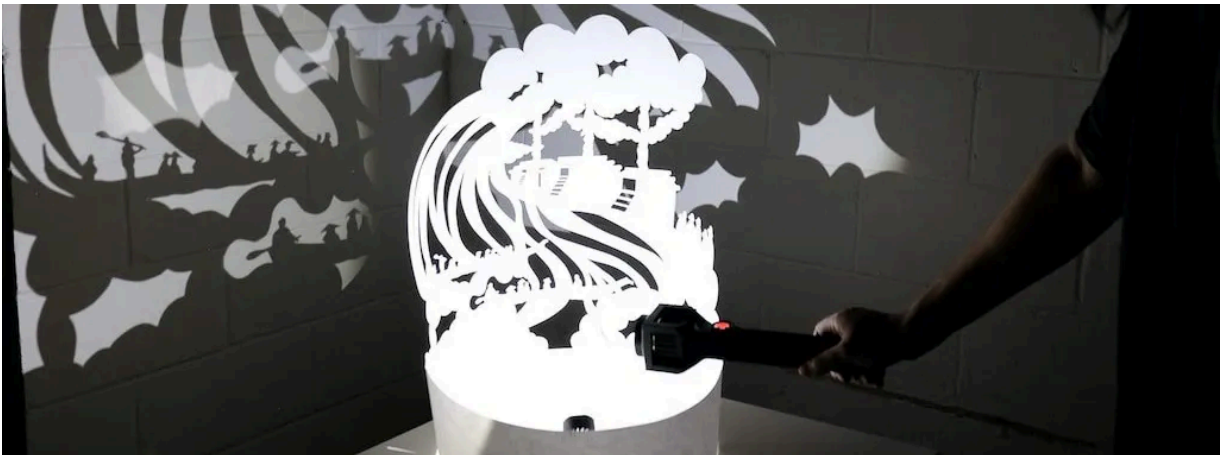
- Establish operations plans and activities, including but not limited to fundraising programs, benchmarks, and timelines.
- Actively expand CCM's networks with key and influential constituents, institutions, and associations in the community.
- Implement and execute all broad-based fundraising programs, which may include developing an annual giving campaign; events; legacy and estate giving programs.
- In partnership with the CEO and lead volunteers, create and implement strategies for the cultivation and solicitation of major gift prospects, including individual, foundation, and corporate donors.
- Ensure alignment between the best and most viable fundraising activities and CCM's potential; work to create financial sustainability and revenue diversity.
- Collaborate with senior leadership to achieve engagement objectives.
- Work with the Director of Marketing & Visitor Experience on outreach, donor tours, and events as needed.
- Identify and build relationships with potential donors, and the community including securing commitments of donations, stewardship, and/or participation in events.
- Clearly articulate, prepare, and promote a strong case for support.
- Deploy best-practice moves management and data tracking systems.

### Organizational Leadership

- Serve on the leadership group of CCM and contribute to the overall strategy and direction of the Museum.
- Inspire and develop a culture of philanthropy across internal constituencies.
- Develop and manage fundraising expenses through integrated planning, ensuring fiscal responsibility and return on investment.
- Ensure the development and implementation of policies and procedures for gift processing and timely donor acknowledgement, database management, and financial reports including industry reporting.
- Partner with the Director of Finance and Administration to ensure fund development administrative functions and processes have rigorous procedures and policies, and make recommendations as needed.
- Prepare reports for the CEO and Board of Directors and support relevant committees.
- Foster a culture of respect, positivity, and trust, as well as an environment that supports teamwork and cooperation.
- Represent CCM at community events, networking opportunities, or other engagement activities.

### Collaboration

- Enhance the donation support systems for ongoing stewardship and effective donation administration.
- Actively foster a deep collaboration with other departments to enhance fundraising capacity and achieve the development goals.
- Ensure leadership, including but not limited to the CEO, staff, and Board of Directors, are fully engaged with philanthropy, leveraging their time as efficiently and strategically as possible.
- Identify and direct key community volunteers and constituents, such as the Board Members, that may be philanthropic champions of CCM.



**This position is a great opportunity for a fundraising leader who is:**

- A builder. Energized by the opportunity to build a program and in a new cultural institution. Thrives in change and deals well with the unexpected. Proactive and persistent.
- Strategic. Excited to shape and direct CCM's fundraising program. Efficient, clear, and organized. Creative and entrepreneurial.
- Flexible and adaptable. Adapts well to a start-up environment. Is as comfortable doing day-to-day tasks as building rapport with high-net-worth donors.
- A credible fundraiser and excellent communicator. Enhances CCM's culture of philanthropy. A compelling storyteller.
- Assertive and direct. Able to work effectively with a wide range of partners and collaborators in an effective manner. Confident in their abilities and expertise. Marshalls resources and views into a cohesive plan. An excellent problem-solver.
- Collaborative. A true team player willing to help others without ego or pretention. Open and transparent. Fosters respect, authenticity, emotional intelligence, responsibility, and accountability.
- Mission-aligned and dedicated. Passionate and caring. Has genuine excitement for CCM's mission and vision. Committed to equity and inclusion. Committed to social justice, anti-racism, and anti-Indigenous racism.
- A teacher and mentor. Shares knowledge willingly, rewards curiosity, and identifies key internal needs.

**Desired Qualifications (Education, Skills, Abilities):**

- Experience in a broad and comprehensive fundraising program, ideally including a combination of events, major gifts, grant applications, planned giving, and annual giving.
- Strong mission-alignment and a passion for Chinese Canadian history.
- First-hand experience in an arts or culture organization will be valuable.
- Strong understanding and ability to work across cultures and quickly pick up on cultural mores and nuances.
- Strong communication abilities. Chinese language skills are not required but would be helpful.
- Experience in cultivation, solicitation, and closing gifts; demonstrated skills in relationship-building.
- Ability to leverage resources and relationships with senior staff, and key volunteers.
- Experience in managing and coordinating activities involving senior leadership and community leadership volunteers.
- A proven track record of working collaboratively.
- Experience with effectively developing and planning toward the achievement of organizational goals and growth.
- Highly organized.
- Knowledge of Society legislation, CRA guidelines and regulations.
- Experience with Raiser's Edge or other fundraising software.
- Completion of a Bachelor's degree or equivalent training and experience is required.
- Some travel around the Lower Mainland will be required; working hours are variable to attend events and meetings.

**BIO: Dr. Melissa Karmen Lee, Chief Executive Officer**



As the inaugural CEO of the Chinese Canadian Museum, Melissa has broad and considerable experience in Curatorial research, program leadership, staff management and the development and implementation of the strategic museum planning.

In 2019, she moved back to her hometown Vancouver where she joined the Vancouver Art gallery as the Director of Education and Public Programs. She successfully re-visioned all aspects of the education department and advancing innovative digital programming for diverse audiences to engage with the Gallery's over 12,000-piece art collection, along with contemporary and modern exhibits. She was instrumental as a community builder by broadening both local and international institutional relationships. A key member of the senior management leadership team, Melissa participated in decisions on fundraising, pivotal operational restructuring, and overall

gallery transformation.

From 2016-2019, Melissa was on the founding team that opened Tai Kwun Centre for Heritage and Arts, Hong Kong—a UNESCO heritage site—appointed as the Education and Public Programs Curator through which she gained valuable experience managing an art and heritage museum start-up. In Tai Kwun's first year of programming, Melissa led over 200 programs with a robust team of full-time staff and part-time docents.

An accomplished research scholar, Melissa has also held a senior lectureship at the Chinese University of Hong Kong from 2008-2016 where she taught and published widely on contemporary Asian transnationalism and Chinese diasporic migrations. In 2016, she was the scholar in residence at the David Lam Centre at Simon Fraser University, Canada.

Born on xʷməθkʷəy̓əm (Musqueam), Skwxwu7mesh (Squamish), and səliłwətaʔt (Tsleil-Waututh) territories in Vancouver, Canada, Melissa holds a BA from McGill University, Canada, an MA from the University of Canterbury, New Zealand, and a Ph.D. from Lancaster University, United Kingdom.

### BIO: Grace Wong, Board Chair



Grace Wong's professional experience spans over three decades at the University of British Columbia (UBC), serving in roles such as Senior Advisor International in the *Office of the Provost & Vice President Academic*, and Assistant Dean in the *Sauder School of Business*.

A particular area of focus was the development of international partnerships and initiating new programs. In 2018, she received the UBC President's Staff Award for Creativity and Innovation. Grace retired from UBC in 2020.

Grace has been active in the community serving as the public representative of the Chartered Professional Accountants of BC, past Chair of S.U.C.C.E.S.S., and a past member of the Working Group of the Chinese Canadian Museum, Mobility Pricing Independent Commission, BC Expert Panel on Business Taxation, BC Immigration Task Force, BC Premier's Asia Pacific Trade Council, and others.

Grace has been recognized with the Queen Elizabeth II Diamond Jubilee Medal and the BC Community Achievement Award.

Grace has an MBA & BEd (Secondary) from UBC. She was born in Vancouver and grew up in the Chinatown area. She is married with three grown daughters.