

## BLUE CABIN COOPERATIVE



**Position:** Grant Writer and Donor Development Coordinator

**Project:** Blue Cabin Floating Artist Residency / [www.thebluecabin.ca](http://www.thebluecabin.ca)

**Term:** 1 year contract

**Hours:** Remote, Part-time (20 hours/week) potential for hours to increase, funding dependent.

**Salary range:** Between \$35-40/hr based on experience

**Reporting to:** Blue Cabin Cooperative Board

**Deadline to Apply:** May 10<sup>th</sup>, 2026

---

### **Project Description:**

The Blue Cabin Floating Artist Residency (BCFAR) is a collaboration between Blue Cabin Cooperative Members: Creative Cultural Collaborations (C3), grant gallery and Other Sights for Artists' Projects. The Blue Cabin Cooperative (BCC) oversees the ongoing management of the Blue Cabin. The cabin has been operating residencies since 2019 and has hosted close to 25 residents to date. For 7 years BCFAR has supported artist workshops, in-conversation gatherings, small festivals, radio programs, print launches, public art, sustainability initiatives, art walks, educational projects and more. The Blue Cabin Cooperative was formed in the spring of 2024, providing the cabin with the opportunity to seek its own funding as an independent arts cooperative. The Cooperative is undergoing a strategic growth and development phase and is looking for an experienced individual with strengths in grant writing, program visioning, partner/donor development and organizational strategy. You will work closely with the Blue Cabin Steering Committee to secure funding that can support Blue Cabin programming.

### **General Description of the Position**

Blue Cabin Cooperative Grant Writer/Donor Development Coordinator (GW/DDC) works closely with Blue Cabin members to grow/strengthen the organization's programming and operating capacity. Their work upholds the BCC's mandate and public image and their actions contribute to delivering funding that supports the BCC's mission and vision.

The GW/DDC works closely with Blue Cabin Cooperative's (BCC) Board to grow the operating budget and revenue streams, and to develop future programming initiatives (2027-2029). They will undertake grant-writing, and donor relations/management. They will connect with partners, funders, patrons, and other key partners. They will also work with the BCC's

facilities team for fundraising in relation to the cabin's equipment and infrastructure needs. If fundraising efforts are successful there is potential for this role to extend longer than a year.

### Required Competencies

Resourcefulness	Collaboration	Commitment
Communication	Reliability	Community
Grant Writing	Flexibility	Negotiation
Networking	Programming	Donor Relations

### Responsibilities

- Grant Development (strategize and seek appropriate grants to secure operational funding, project support funding and program development funding).
- Grant reporting, ongoing funder communication
- Donor management (donor communication and developing new opportunities)
- Attend regular bi-monthly grant strategy meetings with BCC's Board
- Provide effective leadership and support for BCC to advance its goal of sustainable operations and programming
- Be available to attend Donor relation events, or promotional activities
- Other duties as required.

### Required Skills and Education

- Post-secondary education in arts related field, or education/experience combination
- 5+ years' Experience in grant-writing (proven ability)
- Development experience and/or donor management experience
- Excellent understanding of arts non-profit organizations
- Strong organizational skills
- Ability to work independently, prioritize tasks and take initiative
- Resourceful, hands-on and pro-active
- Confident problem-solving abilities
- Ability to work collaboratively with BCC's Board
- An intercultural skill-set for effectively working with diverse artists/communities
- A history of engagement with Indigenous, Racialized and LGBTQ2S communities
- Strong commitment to bridge-building within diverse community frameworks

Please send email with cover letter and resume to Sunshine Frère by email: [info@thebluecabin.ca](mailto:info@thebluecabin.ca). **Deadline to apply: May 10th**

More information about the Blue Cabin can be found on the following page.

**Blue Cabin Floating Artist Residency** is a mobile artist residency located on Musqueam, Squamish and Tsleil-Waututh territories in Vancouver, BC, on Canada's Pacific Coast. Currently located on a floating platform at Heritage Harbour in a collaboration with the Vancouver Maritime Museum, the residency gives the artist a unique perspective on the city from the water. The deckhouse is an off the grid home with modern appliances and comforts and a 360-degree view of the harbour, while the historic cabin acts as a studio for the artist's activities. Located on the foreshore in close proximity to Señákw (Vanier Park), the Blue Cabin provides a home base in this waterfront community within the City of Vancouver. Our residencies allow artists time for solo production and reflection as well as opportunities for engagement within the community. [www.thebluecabin.ca](http://www.thebluecabin.ca)



**Mission** Blue Cabin Floating Residency is a mobile artist residency that inspires curiosity, engagement and exchange by providing artists with the time, space and support to reflect, research and make work in dialogue with the Blue Cabin's history and the natural setting of the Vancouver waterways, while providing the public with a distinct and diverse perspective of our heritage.

### **Vision**

- Provide a unique residency experience for professional artists from multiple disciplines, generations and locations.
- Create a hub for research, engagement and production that reflects the Blue Cabin's links to artistic practice and the various visible and invisible histories of the foreshore, and providing access, through public programming, to these histories.
- Strengthen the contemporary art community by facilitating and opening conversations and cross-cultural exchanges on the environment, foreshore histories, present-day issues, and the crisis of space in the urban metropolis.
- Build partnerships that connect education, preservation and creative thinking with diverse communities and publics in a manner that encourages and supports alternative ideas.