

The Arts Club Theatre Company is Western Canada's largest professional theatre company. This not-for-profit charitable organization produces and presents year-round at three venues – the Stanley Industrial Alliance Stage, Granville Island Stage, and Goldcorp Stage – as well as on tour throughout the province.

Reporting to the Director of Development, the Manager, Corporate Sponsorship and Foundations is a dynamic, highly motivated, and results-driven individual. This position is responsible for the design and implementation of fundraising efforts to meet annual goals for all corporate support, including foundation grants, sponsorships, and in-kind gifts. Applicants will demonstrate their proven ability to lead projects and achieve targeted goals.

DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Develop and implement fundraising plans to secure support from the corporate sector through sponsorships, grants, and contra sponsorships;
- Identify and solicit a robust prospect base for corporate giving, using internal and external data, personal contact, research, and collaboration with the Board of Directors;
- Write grants for foundation support and craft winning corporate sponsorship proposals for strategic brand alliance;
- Organize and execute all duties related to sponsor functions including corporate client events, opening night receptions, and other sponsor related events;
- Manage fulfillment of benefits for corporate supporters including all recognition, tickets, events, and other ad-hoc activities to achieve high levels of sponsor satisfaction;
- Provide daily supervision of the Development Coordinator to ensure accurate and timely data entry, record keeping, correspondence, and communication with corporate sponsors;
- Contribute to the overall success of the Development team and the Arts Club Theatre Company with participation in activities outside the scope of this job description.

QUALIFICATIONS

- Minimum of 3-5 years fundraising in the not-for-profit sector with increasing levels of responsibility and a minimum of 2 years of experience in personal solicitation of donors;
- Proven track record of meeting and exceeding fundraising goals;
- Experience with donor database management and gift processing systems, preferably Tessitura;
- Experience overseeing donor fulfillment, including recognition and events;
- Excellent interpersonal, oral and written communication skills with the ability to network effectively;
- A multi-tasker and problem-solver with the ability to prioritize assignments in a fast-paced environment;
- Superior organizational skills (focused, thorough, detail oriented) and project management experience;
- Knowledge of and established relationships with the corporate funding community and familiarity with Vancouver fundraising community preferred;
- Experience developing persuasive corporate sponsorship proposals;
- A passion for theatre and a desire to work for a growing and dynamic arts organization

This is a permanent full-time position. 40 hours per week, Monday – Friday 9AM-5:30PM. Some evenings/weekends required. Compensation: \$50,000 to \$54,000 per annum with extended health benefits (after 3 months). Please submit cover letter, and resume by **August 15, 2017**

Arts Club Theatre Company, c/o Human Resources

BMO Theatre Centre, 203-162 West 1st Avenue, Vancouver V5Y 0H6

Contact Name: Ms. Teddy Forsyth | Contact Email: humanresources@artsclub.com

We thank all who express interest in this position, however, only those selected for an interview will be contacted.