



JOB POSTING

Manager of Individual Giving

The Fund Development Department is seeking a collaborative, data-driven, and enthusiastic individual to take on the full-time role of Manager of Individual Giving and we're hoping that person is you!

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Now in our 60th season, the Arts Club offers the best in professional theatre and has staged over 630 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the x̱m̱əθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsilil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.
- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.

- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safer work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

JOB SUMMARY

Reporting to the Director of Fund Development, the Manager of Individual Giving is responsible for coordinating and executing all fundraising activities related to individual giving, including stewarding relationships with the Artistic Director's Circle and soliciting gifts between \$1,500-5,999. The Manager of Individual Giving manages two direct reports, while also working collaboratively with rest of the Development team. The ideal candidate is someone who enjoys project management and is an expert at building relationships.

DUTIES AND RESPONSIBILITIES

- Oversee the Friends \$100-1,499 fundraising initiatives and benefit fulfillment.
- Personally manage relationships and solicitations of donors \$1,500-\$5,999.
- Assist with front line donor ticketing and donation inquiries through the VIP phone line.
- Contribute to the maintenance of donor data and track all interactions with donors in Tessitura.
- Plan, coordinate, execute, track, and monitor annual fundraising campaigns including, but not limited to 3 major campaigns and 3 smaller campaigns each year.
- Help developing solicitation materials, including gift request letters, campaign communications, and stewardship materials, editing materials written by team members where needed.
- Work with a graphic designer to create collateral such as brochures and rack cards.
- Coordinate direct mail program (solicitations, acknowledgments, thank you letters) as well as monitor and evaluate the direct response.
- Contribute to the development of a quarterly donor newsletter for all individual donors.
- Supervise the planning and execution of the Denis Simpson Fund, Monthly Giving, Ensemble, and Seat campaigns.
- Supervise the Individual Giving team.
- Assist in the planning and execution of donor cultivation, stewardship, and fundraising events, as well as other non-event benefits.
- Establish positive working relationships with other departments within the company to maximize development opportunities.
- Liaise with the Communications team in coordinating, collaborating, writing, editing content for newsletters and social media.
- Perform other related duties in support of the Director of Development, including departmental administration tasks such as meeting records & ordering supplies and collateral.
- Serve as an advocate within the company for the interests and engagement of all individual donors.

SKILLS AND COMPETENCIES

- Superior organizational skills (working independently, focused, strong initiative, detail-oriented) in a fast-paced environment.

- Strong interpersonal and communication skills, both verbal and written, and with an ability to ask for money, work with volunteers at the Board level.
- Demonstrated experience managing major projects that involve multiple departments.
- Proven track record of meeting and exceeding fundraising goals.
- Experience overseeing donor fulfillment, including recognition and cultivation events.
- Excellent computer skills including experience working with a database like Tessitura CRM is an asset.
- Commitment to the value of teamwork and an ability to contribute constructively to the enhanced systems the company has been integrating and adapting.
- Experience using Canva is an asset.
- Ticketing experience is an asset.

QUALIFICATIONS

- 3-4 years of experience working in a nonprofit with increasing levels of responsibility.
- 2 years of experience in personal solicitation of donors.
- Post-secondary degree in general arts or business, or equivalent experience.

BENEFITS

- 10 paid sick days or personal days off.
- In addition to stat holidays, the Arts Club is closed in Easter Monday, Christmas Eve and Boxing Day.
- 4 Complimentary tickets to every production.
- Invitation to dress rehearsals.
- Invitation to first rehearsal, and other artistic initiatives.
- Discount on all bar and concession items in our venues.

ADDITIONAL DETAILS

Employment Type: Full-time

Salary: \$60,000 – \$65,000 per annum (depending on experience and skills)

*Monday-Friday (9:00 AM-5:00 PM), some evenings/weekends required. There is an opportunity to work from home up to 2 days/week if conducive with work activities. Local travel is required to meet with donors.

Expected Start Date: As soon as possible.

How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com, with the subject: Manager of Individual Giving – Arts Club Theatre Company.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

Application Deadline: Open until filled.

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".