



JOB POSTING

# Planned Giving Officer

We're looking for a Planned Giving Officer and we're hoping that person is you! Now it is an exciting time to join our growing company!

## 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 xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-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 safe 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

The Fund Development Department is seeking someone who excels at relationship building to take on the part-time role of Planned Giving Officer. Reporting to the Director of Fund Development, this position will oversee all aspects of the Arts Club's Planned Giving program. Our Legacy Circle is comprised of 70 dedicated, and long-time ticket buyers and donors, many of whom have been attending our productions for 60 years. The Planned Giving Officer will be responsible for estate and bequest administration, coordinating planned giving marketing, engaging donors, and implementing recognition strategies. The ideal candidate will be someone with outstanding relationship building skills, good judgement, attention to detail, and the ability to communicate the various options for making a planned gift, effectively and clearly.

## DUTIES AND RESPONSIBILITIES

- Creates specific measurable goals to grow the program each year.
- Maintains relationships with existing donors through regular contact by email, over the phone, and in-person.
- Assists at donor recognition events when prospects and Legacy Circle members are in attendance.
- Assists at fundraising events when prospects and Legacy Circle members are in attendance.
- Executes quarterly survey ensuring there is strong tracking and follow up.
- Researches and identifies Legacy Circle prospects.
- Cultivates legacy prospects by sharing information about planned giving options, tax laws related to charitable giving, and the impact legacy gifts have.
- Writes and creates marketing materials to promote the Legacy Circle.
- Writes and distributes quarterly Legacy Newsletters, reports, and proposals.
- Assists with the stewardship and solicitation of Legacy Circle sponsors.
- Coordinates with executors and other estate administrators when gifts are fulfilled.
- Participates in speaking engagements and planned giving seminars.

## SKILLS AND COMPETENCIES

- Excellent organizational and administrative skills.
- Strong interpersonal skills, with an ability to build excellent working relationships with donors, colleagues, and suppliers to attain goals.
- Detail-oriented, excellent writing skills and an ability to clearly communicate technical information.
- Must be goal-oriented, self-motivated, and able to demonstrate great individual initiative with an eye toward results.
- Excellent computer skills including Microsoft Office
- Commitment to the value of teamwork.

## QUALIFICATIONS

- A university or college degree in general arts or business is an asset.
- Five years or more of fundraising experience.
- Experience with fundraising databases.
- Possess an understanding of marketing principles, donor recognition strategies and planned giving vehicles.

### Salary

Salary: \$40,000 to \$45,000 per annum (depending on experience and skills).

Employment Type: Part-time\*, some evenings/weekends required, with a benefits package after 3 months of employment.

*\*20 hours per week (2.5 days) to take place Monday-Friday 9:00 AM-5:00 PM.*

### 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](mailto:humanresources@artsclub.com) with the subject: Planned Giving Officer – 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 company.