

Associate Director of Major Gifts

We are seeking an **Associate Director of Major Gifts** to join our Development team and play a key role in deepening relationships with donors who make our work on stage, with our education programs, developing new work and so much more possible.

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. The Arts Club offers the best in professional theatre and has staged over 650 productions. We are 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 Səlíl̓wətaʔ/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.

Who Are We?

We are scrappy, ingenious trailblazers who create powerful, intimate artistic experiences that make you feel fully alive.

What Is Our Purpose?

To make our community come alive.

What Is Our Vision?

A world where vibrant communities are shaped by stories that inspire connection and vitality in us all.

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 Associate Director of Major Gifts is a senior member of the Development team responsible for managing and growing a portfolio of major donors and prospects, while helping to shape strategies that advance the Arts Club's philanthropic goals. This role works closely and collaboratively with the Fund Development Department, as well as the larger Arts Club team.

This position is responsible for stewarding a portfolio of existing donors, as well as identifying and researching prospects within our existing database and strategically building with relationships with new and potential donors. This role will support the strategic priorities of the Arts Club, including annual and capital campaigns, while fostering a strong culture of philanthropy throughout the organization.

DUTIES AND RESPONSIBILITIES

The Associate Director of Major Gifts is a donor-facing role best suited to a results-driven, donor-centric fundraiser who thrives on building meaningful relationships and sharing the impact of theatre.

Key Responsibilities

Major Gift Fundraising & Portfolio Management

- Manage and expand a portfolio of major donors and prospects of gift from \$10,000 to six figure gifts annually.
- Identify, cultivate, solicit, and steward donors to achieve annual and campaign fundraising goals.
- Develop tailored strategies and proposals for new and existing donors, prospects and foundations.
- Partner with senior leadership, board members, the Board Fund Development Committee and volunteers in solicitations donor engagement, and stewardship.
- Maintain a strong grasp of Arts Club priority projects to confidently articulate their impact to donors and prospects.

Private and Family Foundations

- Research, identify, and cultivate relationships with private and family foundations.
- Prepare proposals, and reports that align organizational priorities with funder interests.

Donor Engagement & Stewardship

- Develop and implement thoughtful, personalized stewardship plans for Major Gift donors that include meaningful touchpoints and moments of surprise and delight. Plans will feature tailored communications, impact reporting, special events, and recognition opportunities.
- Work with the team to design and deliver exceptional stewardship events, such as opening night receptions, donor appreciation gatherings, and other exclusive experiences.
- Represent the Arts Club at performances and events, and engage with donors and patrons.

Leadership & Collaboration

- Work collaboratively with team members and colleagues across the Arts Club to align messaging, donor experiences, and philanthropic opportunities.
- Contribute to campaign strategy and execution, supporting donor pipeline development and major gift solicitations.
- Represent the Arts Club at select community and networking events, cultivating relationships and building visibility.

Operations & Administration

- Maintain accurate donor records, research, proposals, and activity tracking in Tessitura, our ticketing and fundraising CRM.
- Contribute to department-wide planning, strategy development, and goal setting from a major gifts' perspective
- Prepare donor briefings, solicitation materials, gift agreements, and stewardship reports.
- Monitor progress toward fundraising goals and provide regular updates to the Director of Development.
- Stay current on trends in philanthropy, donor relations, and stewardship.
- Perform other related duties as required to fulfill any changing business needs of this role

SKILLS AND COMPETENCIES

- 5–7 years of progressive fundraising experience, with a minimum of 3 years managing a major gifts portfolio (gifts of \$10,000+ to six-figure gifts preferred).
- Proven ability to cultivate, solicit, and close major gifts, including from individuals, foundations, and donor-advised funds.
- Exceptional writing, editing, and verbal communication skills, with meticulous attention to detail.
- Proficiency in database management and CRM systems, with strong analytical and reporting capabilities.
- Excellent time management and organizational skills, with the ability to prioritize and meet deadlines in a fast-paced environment.

QUALIFICATIONS

- Bachelor's degree in Fundraising, Arts Administration, Marketing, Business, or a related field (equivalent experience may be considered).
- Minimum of 5–7 years of progressive experience in development or fundraising in non-profit organizations, with demonstrated success in meeting revenue goals.
- Membership in the Association of Fundraising Professionals (AFP) or eligibility for membership considered an asset.

BENEFITS

- Employee Benefit Plan: Extended Health Care, Dental Care, Life, AD&D & LTD Insurance.
- Vacation time starting with 15 days per year.
- 5 paid sick days off per calendar year.
- 5 additional paid personal days per calendar year, prorated in first calendar year for portion of year worked.

- In addition to statutory holidays, the Arts Club is closed on 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: \$80,000 - \$84,000 per annum

*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: January 2026

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: Associate Director of Major Gifts – Arts Club Theatre Company – Your Name.

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: November 26, 2025.

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".