



JOB POSTING

Director of Fund Development (Parental Leave)

We're looking for an interim Director of Fund Development to cover a parental leave and we're hoping that person is you! Now is an exciting time to join our growing company on the senior leadership team.

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 (Tseil-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 Managing Director, the Director of Fund Development is a vital member of the senior leadership team and works closely with the Board of Directors, the Fund Development Committee, and Governance Committee while also providing leadership and direction a group of six staff members in the Fund Development Department.

The Director of Fund Development is responsible for planning, implementing, and managing strategies to grow the comprehensive fundraising program at the Arts Club. The Director also plays a role in identifying, cultivating, and soliciting major donors and corporate sponsors for the company. The Director is also works in a collaborative environment with the senior leadership team to implement the strategic plan of the organization and achieve financial goals outlined in the annual budget.

DUTIES AND RESPONSIBILITIES

- Establishes the annual development department's budget in consultation with stakeholders, including the Board of Directors, the Managing Director, and the Executive Director.
- Develops and implements a comprehensive plan to grow revenue and incorporates strategies for donor acquisition, engagement, and stewardship.
- In collaboration with the Fund Development Committee, develops key performance indicators to measure the year over year performance of the department.
- Leads the Development Department to meet revenue targets, preparing quarterly financial projections for the Board of Directors.
- Act as the department liaison with education, artistic, and production departments to identify areas for long-term funding and provide guidance and strategy on how to integrate cultivation and stewardship strategies into their everyday practices.
- Evaluates changing trends in philanthropy and develops new programs responsive to the fundraising needs of the theatre.
- Supervises the Development staff and provides support in all areas of fundraising including corporate sponsorship, special events, planned giving, and the annual fund.

Individual Giving

- In collaboration with the Individual Giving team, plans the company's three annual fundraising campaigns, including developing and approving campaign messaging, timeline, and execution.
- Monitors campaign results and adjust strategy on an ongoing basis.
- Approves all fundraising collateral developed throughout the season, ensuring the pieces support the Arts Club's brand and messaging.
- Meets with major donors and prospects and solicits gifts on an ongoing basis.

- Works with the Individual Giving team to implement new fundraising strategies and oversee A/B testing.
- Develops and reviews donor benefits including fulfillment events and incentives.
- Develops and maintains effective communications with the donors and supporters.

Planned Giving

- In collaboration with the Planned Giving Officer, plans stewardship initiatives for the Legacy Circle.
- Assists the Planned Giving Officer in the survey program and follow up to identify new Legacy Circle members.
- Works with the Planned Giving Officer to identify marketing opportunities to spread the word about the program and legacy giving.

Sponsorship & Foundations

- Oversees a comprehensive solicitation and stewardship program for corporate giving as well as foundation grants, with an emphasis on increasing unrestricted and restricted operating support.
- Supervises the broadening base of corporate sponsorship by continuing to develop new kinds of sponsorship opportunities.
- Works with the Manager of Corporate Sponsorship to identify corporate sponsors and donors and develop the appropriate ask.
- Works closely with the board in the identification of prospects, as well as cultivation, solicitation, and stewardship activities with sponsors and corporate donors.
- Supervises the issuing of contracts to sponsors, in accordance with the terms negotiated on the sponsorship call.
- Ensures that the terms of the sponsorship contract are fulfilled.
- Maintains and ongoing cultivation of sponsors (including attendance at sponsored performances and all openings).
- Ensures that all necessary sponsorship information is communicated to the accounting and marketing/communications departments.
- Prepares and reports to the Board on the status of sponsorships and donations.
- Assists and supports the planning and execution of annual corporate prospecting events, such as Set the Stage.
- Researches and writes foundation applications, with a specific focus on public funding opportunities, and capital grants.

Special Events

- Initiates new special event projects.
- Oversees the planning and results of all fundraising and benefit fulfillment events.
- Works with the Special Events Associate to market fundraising events and ensure that all events are sold to capacity.
- Works with the Special Events Associate to procure product donations and vendor discounts for events.
- Assists the Special Events Associate in personally selling tickets to individual and corporate donors.

SKILLS AND COMPETENCIES

- Demonstrated experience in leading a team, motivating and supervising staff to an end goal, while also providing mentorship.
- Experience managing personnel issues, including recruitment, professional development, and performance evaluations.
- Expertise in fundraising and fundraising techniques.
- Proven experience in project management.
- Excellent writing, editing, proof reading, communication, database management skills.
- Excellent time management skills.
- Member of AFP or eligibility for membership is an asset.

QUALIFICATIONS

- University degree in fundraising, arts administration, marketing, or a related field.
- 5-7 years of experience working in Development for a non-profit organization.

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, 12-month contract (beginning July 2024-July 2025)

Salary: \$90,000 – \$100,000 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: July 2, 2024.

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: Director of Fund Development – 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".