



JOB POSTING

Individual Giving Coordinator

We're looking for our next Individual Giving Coordinator, 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 entering our 61st season, the Arts Club offers the best in professional theatre and has staged over 650 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 a results-oriented, driven, and energetic individual to take on the full-time role of Individual Giving Coordinator. Reporting to the Manager of Individual Giving, this position is responsible for overseeing our Friends level donors (up to \$1,499) including the benefits and fundraising campaigns associated with them. We are seeking a team member who is creative, can work on tight deadlines, and likes the interaction of a close-knit group. The ideal candidate will be someone who has excellent interpersonal and writing skills, has experience in analyzing data.

This position reports directly to the Manager of Individual Giving but will work closely with the entire Fund Development Team.

DUTIES AND RESPONSIBILITIES

- Responsible for campaign writing, including copy for eblasts, direct mail pieces, tax receipts, thank you letters, and impact reports.
- Creates and sends all campaign eblasts.
- Oversees the Ensemble program, with an aim to steward and grow our young donor's program.
- Oversees the GEM program, with an aim to steward and grow our monthly donors.
- Oversees retention strategies at each giving level within the Friends portfolio.
- Conducts campaign analysis after each of our three major annual campaigns and provides recommendations based on findings.
- Tracks benefit fulfillment for our Friends donors.
- Performs prospect research to ensure the donor pipeline is always growing.
- Works with the Marketing department to convert subscribers to donors.
- Devises strategy to increase loyalty amongst our patrons.
- Oversees the planning and execution of raising money annually for the Denis Simpson Fund
- Liaises with box office and creating campaign incentives.
- Assists the other Development team members when applicable.
- Must attend events in the evenings and on weekends as needed.

SKILLS AND COMPETENCIES

- Excellent organizational, administrative and project management skills.
- Must be goal-oriented, self-motivated, and able to demonstrate great individual initiative with an eye toward results.
- Outstanding written and verbal communication skills, interpersonal and collaborative abilities, team-building skills, and an entrepreneurial spirit must be evidenced.

- Excellent computer skills including experience working with a customer relationship management database like Tessitura CRM.
- A strong work ethic coupled with an enthusiastic and passionate approach.

QUALIFICATIONS

- One to three years fundraising in the not-for-profit sector.
- Experience in ticketing is an asset.
- Experience in events is an asset.

BENEFITS

- Employee Health Benefits: Extended Health Care and Dental Care
- Vacation: Starting with 15 days per year
- 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.
- There is an opportunity to work from home up to 2 days/week if conducive with work activities.

ADDITIONAL DETAILS

Employment Type: Full-time

Salary: \$45,000 – \$48,000 per annum (depending on experience and skills)

*Monday-Friday (9:00 AM-5:00 PM), some evenings/weekends required.

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.

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.

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: Individual Giving Coordinator – Arts Club Theatre Company.

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".