



JOB POSTING

Manager of Individual Giving

Deadline: Open until filled

The Arts Club Theatre Company, founded in 1964, is Canada's largest not-for-profit urban theatre company. Led by Artistic Director Ashlie Corcoran and Executive Director Peter Cathie White, it offers professional theatre at three venues—the Stanley Industrial Alliance Stage, Granville Island Stage, and Newmont Stage at the BMO Theatre Centre.

The Arts Club's core values reflect our aspirations of who we are and who we want to be. They include determination, curiosity, creativity, comradery, and safety.

Are you a fundraiser with a love for the performing arts? 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. Reporting to the Director of Development, this position is responsible for fundraising gifts between \$1,500-5,999, coordinating all fundraising activities related to individual giving, and will work closely with the Director of Development to create long range strategic and annual plans.

Working in a face-paced environment at a large not-for-profit theatre company, each day as the Manager of Individual Giving is different. This is a meaningful role that contributes to our mission-based work while having the opportunity to be creative. The incumbent will be a project manager and expert relationship builder that will enjoy working on a close-knit team that has seen excellent success.

Duties and responsibilities:

- Personally manage relationships and solicitations of donors \$1,500-\$5,999
- Assist with front line donor ticketing and donation inquires 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 develop 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

Required Skills and Qualifications:

- Minimum of 3-4 years of nonprofit experience with increasing levels of responsibility
- Minimum of 2 years of experience in personal solicitation of donors
- 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 and committee levels
- 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 tool 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
- An appreciation of theatre and a desire to work for a growing and dynamic arts organization

Start date: August 2022

Salary: \$55,000-\$57,000 per annum commensurate with experience.

Current Benefits: Comprehensive benefits package including extended health and dental (after 3 months), vacation (starting at 3 weeks), up to 10 personal days, free tickets to Arts Club productions, and optional hybrid office-home work model.

Employment Type: This is a permanent full-time position. 40 hours per week, Monday–Friday 9:00 AM-5:00 PM. Some evenings/weekends required.

To Apply: Email your cover letter and resume to: humanresources@artsclub.com

Application Deadline: Open until filled. Candidates will be interviewed as applications are received until the position is filled

We thank all who express interest in this position; however, only those selected for an interview will be contacted.

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.