



JOB POSTING

## Manager of Corporate Sponsorship & Foundations

---

We're looking for our next Manager of Corporate Sponsorship & Foundations, 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 x<sup>w</sup>məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/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 dynamic, highly motivated, results-driven individual to take on the full-time role of Manager of Corporate Sponsorship & Foundations. Reporting to the Director of Fund Development, this position is responsible for stewarding and soliciting a portfolio of corporate sponsors and foundations for support. Beyond their responsibilities in sponsorships and writing grants, the candidate will supervise the Engagement & Events Associate and co-op students who work at the Arts Club during their placements. The ideal candidate will be someone who has excellent interpersonal and writing skills, has experience in events.

## DUTIES AND RESPONSIBILITIES

- Responsible for a \$350,000+ corporate portfolio as well as a \$120,000+ foundations portfolio.
- Responsible for the stewardship and cultivation of 50 current corporate partners.
- Develop and implement plans to secure support (cash, contra, and grants) from the corporate sector through strategic brand aligned sponsorships.
- Identify and solicit a robust prospect base for corporate giving, using internal and external data, personal contact, research, and collaboration with the Board of Directors.
- Organize and execute all duties related to sponsor functions including corporate client events, opening night receptions, and other sponsor related events.
- Manage fulfillment of benefits for corporate supporters including all recognition, tickets, events, invitations, and other ad-hoc activities to achieve high levels of sponsor satisfaction.
- Develop plans and write grants for foundation support.
- Supervise of the Events & Engagement Associate.
- Assist with fundraising events where sponsors are present, such as the Signature Dinner Series, Legacy Spirits Series, and more.
- With support from the Development Coordinator, ensure accurate and timely data entry and record keeping of corporate partner payments and pledges, as well as receipts and acknowledgement letters.
- Provide supervision of interns and volunteers.
- Other duties as required.

## SKILLS AND COMPETENCIES

- Excellent computer skills including experience working with a customer relationship management database like Tessitura CRM.

- Demonstrated superior organizational skills especially in respect to time management in a demanding environment.
- Experience supervising staff.
- Exceptional customer service and outstanding interpersonal skills.
- Experience in ticketing is an asset.
- Experience in events is an asset.

## QUALIFICATIONS

- Minimum of 5 years fundraising in the not-for-profit sector with increasing levels of responsibility.
- Proven experience developing persuasive corporate sponsorship proposals and grant applications.
- Knowledge of and established relationships with the corporate funding community and familiarity with Vancouver fundraising community preferred.
- Proven track record of meeting and exceeding fundraising goals.

## 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.

## ADDITIONAL DETAILS

**Employment Type:** Full-time

**Salary:** \$60,000 – \$65,000 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.

**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](mailto:humanresources@artsclub.com) with the subject: Manager of Corporate Sponsorship & Foundations – 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".