



**ENDLESS
POSSIBILITIES**
on every
stage.

JOB POSTING

Senior Manager, Major Gifts

We are seeking an **Senior Manager 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 Səl̓ílwətaʔ/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

If you are a relationship-centred, results-driven fundraiser who loves turning shared values into transformative gifts, this role is for you. As Senior Manager, Major Gifts, you will own and grow a portfolio of generous donors and prospects (individuals, families, and select foundations/DAFs) and help lead the next phase of Arts Club's philanthropic growth - fueling an inspiring case for support that covers capital improvements to our theatres, expanding education programs and the creation of a Young Company, as well as many other initiatives.

You will be out in the theatres and out in the community, listening deeply, shaping tailored proposals, and inviting donors to partner with us through investments at the five and six-figure levels. You will partner with the Executive and Artistic leadership, Board members, and volunteers to advance a healthy pipeline and close meaningful gifts that fulfill the ambitious goals of our 2026–2030 plan.

KEY RESPONSIBILITIES

Reporting to the Director of Development, the Senior Manager, 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.

Strategy, Proposals & Closing

- Translate strategic priorities (education access, the development of new works by Canadian artists, capital projects, artist development, etc.) into compelling gift opportunities and cases with clear outcomes, recognition and stewardship plans.
- Lead creation of customized proposals, gift agreements, and stewardship plans; collaborate with other departments to develop donor-facing materials that assist in creating new opportunities and partnerships.
- Orchestrate Senior Leadership and Board involvement in solicitations; prepare briefings and coach participants.

Stewardship & Donor Experience

- Deliver a best-in-class donor journey that is informed by “surprise and delight”: bespoke touchpoints, impact reporting, and insider access to special events, rehearsals, opening nights, artist talks, etc.
- Plan and host small-format salons, site visits, tours and cultivation events in partnership with colleagues.

Operations & Insight

- Maintain accurate records and track activity in Tessitura; prospect research, build dashboards for progress-to-goal.
- Track and forecast results; contribute to annual planning and the emerging campaign plan.

- Represent the Arts Club at select community and networking events, cultivating relationships and building visibility.

CREATING DONOR CENTERED SUCCESS

- This role is ideal for a relationship-first individual who engages with confidence and warmth, listens for alignment and partnership, and pairs strategy with clear goals, plans, and outcomes. The successful candidate will be a story-driven, collaborative leader, and approach the work with curiosity and resourcefulness.
- We see success in this role as securing a healthy mix of five- and six-figure gifts; multi-year commitments begin to anchor our 2026–2030 Growth & Impact Plan.
- The portfolio is right-sized, with clear next steps and consistent movement; retention and upgrade rates that align with moves management practices.
- Developing a refreshed set of assets and menu of opportunities are in regular use by leadership and Board champions.
- Donors that you manage describe their experience with the Arts Club as personal, imaginative, and energizing, and they invite peers to join.

QUALIFICATIONS & EXPERIENCE

- 7-10 years in fundraising with 5+ years managing a major gifts portfolio (\$10,000+), ideally in arts/culture or adjacent sectors.
- Proven track record of cultivating, soliciting, and closing five- and six-figure gifts; experience with DAFs and family foundations.
- Excellent written and verbal communication; strong proposal writing and presentation skills.
- CRM proficiency (Tessitura or similar), data-informed planning, and forecasting.
- Availability for evenings/weekends for performances and donor events; valid local travel within Metro Vancouver.

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.

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.

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: Senior Manager, 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: Friday, March 13, 2026.

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".