

# canadianstage

Matthew Jocelyn, Artistic & General Director

**POSITION TITLE:** Associate Director of Development - Major Gifts  
**STATUS:** Full-time permanent  
**START DATE:** Immediately

Canadian Stage, one of Canada's leading professional non-profit theatres, is searching for an experienced, senior fundraising professional with departmental leadership experience and acumen in the area of major gifts. As the leader within the Development Department, and with strategic guidance from the Director of Business Development, you will lead be responsible for strategy and execution in fund development for the company. In addition to creating and implementing philanthropic programs that strengthen Canadian Stage's financial position through major gifts and artist underwriter programs, you will work closely with the Artistic and General Director and the Board of Directors to expand donor engagement with the company resulting in increases in donor revenue.

## THE POSITION

Canadian Stage's Associate Director of Development reports to the Director of Business Development and is responsible for securing all private sector funding as a component of the total operating revenue of the company to support the continued success of the Canadian Stage vision under Artistic & General Director Matthew Jocelyn and Managing Director Su Hutchinson.

Alongside colleagues at the Associate Director level, s/he will be a member of the management group, contributing to ongoing company operating issues including budgets, strategic planning, staffing, and operations with specific management responsibilities for the areas of Development.

S/he will inspire and oversee the fundraising initiatives of the Development Department, composed of:

- Manager, Individual Giving
- Coordinator, Major Gifts
- Coordinator, Individual Giving
- Coordinator, Special Events

Key areas that have been identified for focus for the Associate Director of Development include, but are not limited to:

- Execution of current Major Gift and Artist Sponsorship programs in addition to the development of new, unique campaigns,
- Setting Development department objectives and campaign strategies with colleagues, that adheres to a mutually agreed upon critical path,
- Planning and execution of fundraising strategies to raise \$3M+ annual contributions from Individuals, Corporations, Foundations, and Special Events,

# canadianstage

Matthew Jocelyn, Artistic & General Director

- Overseeing the annual Theatre Ball gala netting over \$300,000 annually managed by the Development staff, including committee recruitment and satisfaction,
- Identification and stewardship of new patrons to Canadian Stage at the \$10,000+ level,
- Diligent monitoring of expense and revenue budgets to ensure the cost to raise a dollar stays between 20 and 25 cents,
- Offer leadership, encouragement, motivation, mentorship, and training to ensure an effective fundraising team; provide hands-on support while providing autonomy for each team member,
- Provide strategic reporting to the board and board committees on the status of the annual fund, program-specific funding and soliciting timely financial support,
- Provide strategic direction and support for capital projects,
- Work with financial staff to keep up to date on CRA regulations and implemented changes to membership and other donor programs to comply with guidelines,
- Creation of a sophisticated moves management system.

## QUALIFICATIONS

Qualified candidates will have a minimum of five years of senior development experience in the performing arts or a related field, with a strong knowledge of and commitment to the unique nature and cycle of working in live performance. Successful candidates will possess exceptional leadership skills and have the demonstrated ability to:

- Create and execute strategic fundraising plans, protocols and donor engagement and recognition programs;
- Speak eloquently and authentically about philanthropy, and the role that Canadian Stage plays as an essential cultural institution,
- Forge a strong partnership with the Managing Director and the Artistic & General Director and other members of the senior management team, to implement initiatives that will ignite and engage a substantially younger audience demographic in donor programs;
- Plan and execute major gifts benefits programs including international travel planning and curated of enrichment experiences;
- Supervise managers and draw the best from employees;
- Possess a strong, working knowledge CRM technology;
- Formulate strategies that will optimize the use of available resources;
- Manage multiple priorities to ensure work is completed in a timely and productive manner;
- Develop and manage income/expense budgets, and to meet targeted goals in both areas;
- Communicate effectively and persuasively in oral and written communications and presentations;
- Exercise professional discretion and confidentiality.

# canadianstage

Matthew Jocelyn, Artistic & General Director

The standard work week is 40 hours, Monday to Friday. During the season evening hours and some weekend hours will be required. This position is located in Toronto at our Berkeley Street Theatre office.

## **APPLICATION PROCESS**

Please apply in confidence with a Letter of Interest and resume by email to Su Hutchinson, Managing Director, at [su@canadianstage.com](mailto:su@canadianstage.com). Applications will be accepted until the position is filled. Please note "CS16 Associate Director of Development" as the subject line.

*We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted. All applications are considered confidential.*

## **COMPANY OVERVIEW**

Founded in 1987, Canadian Stage is one of the country's leading not-for-profit contemporary theatre companies, with the 2016.17 season marking the organization's 29th season. Led by Artistic & General Director Matthew Jocelyn and Managing Director Su Hutchinson, Canadian Stage produces and showcases innovative theatre from Canada and around the world, allowing its audience to encounter daring work guided by a strong directorial vision and a 21st-century aesthetic. The company prides itself on presenting multidisciplinary pieces and work in translation that pushes the boundaries of form and style. Canadian Stage reinforces the presence of Canadian art and artists within an international context through work that mirrors the cultural diversity of Toronto. The company stages an annual season of work at three major venues (the Bluma Appel Theatre, the Berkeley Street Theatre and the High Park Amphitheatre) and runs a series of artist development and education initiatives, as well as youth and community outreach programs. For more information, visit [www.canadianstage.com](http://www.canadianstage.com).