

# canadianstage

Matthew Jocelyn, Artistic & General Director

**POSITION TITLE:** Manager, Corporate Partnerships  
**STATUS:** Full-time permanent  
**START DATE:** IMMEDIATE

## THE POSITION

Canadian Stage, one of Canada's leading professional non-profit theatres, is looking for a full-time, high-energy, multi-tasking fundraiser for the position of Manager, Corporate Partnerships in the Development Department. The Manager, Corporate Partnerships will identify, cultivate, solicit and steward new corporate partnerships for project specific campaigns and general annual support. In addition, the Manager, Corporate Partnerships will assist with the annual Theatre Ball by securing and working with corporate sponsors, implementing new, creative ways of hitting targets and building year-round relationship with corporations who attend this event.

## KEY RESPONSIBILITIES

Reporting to the Associate Director of Development, the major functions and responsibilities for this position include, but are not limited to:

- Coordinate the solicitation and processing of renewals and new gifts;
- Provide clear and precise reporting on revenue and expense and in kind activity for the financial areas of activity within this portfolio;
- Be responsible for setting, managing and achieving revenue and expense targets;
- Develop effective work plans and schedules for all solicitation associated with this position;
- Independently research prospects and cold calling to secure new sponsors and partnerships. Create and maintain prospect management systems;
- Strategize and implement annual development plans for corporate fundraising, manage a portfolio of renewing donors while identifying and writing appropriate proposals for new corporate donors;
- Prepare unique sponsorship proposals and cultivation plans with a focus on creative, out-of-the-box thinking;
- Provide exceptional donor relations and benefit fulfillment for sponsors of Canadian Stage;
- Cultivate relationships with the Canadian Stage Board to ensure each member understands all funding opportunities;
- Solicit sponsorships for fundraising events and coordinate brand activations with partners; conduct organized tracking and reporting of partnership successes;
- Participate in professional development opportunities and attend key charitable and donor-related events outside of regular office hours;
- Secure current partners and find sponsor(s) to support the revenue target for our annual fundraising event - Theatre Ball.

## QUALIFICATIONS

- University degree (in fundraising, arts administration, business or a related field preferred);
- Minimum of 5 years experience in professional fundraising with a focus on corporate cultivation and solicitation, fundraising event planning and execution, as well as database management;

- Demonstrated ability to reach ambitious fundraising goals;
- Excellent communicator with a proven ability to steward a portfolio of sponsors while identifying and soliciting new prospects, resulting in new revenue to the organization;
- Ability to set priorities, manage production schedules, and meet deadlines;
- Excellent project management, prioritization and time-management skills in order to balance competing priorities, complex situations and tight deadlines while driving to surpass goals;
- Flexibility to work occasional evenings and weekends;
- Friendly and professional demeanour, donor-orientated attitude;
- Ability to communicate effectively and persuasively in oral and written communications and presentations;
- Knowledge and experience with fundraising and ticketing software, preferably AudienceView;
- A passion for the performing arts and the desire to be part of a vibrant Canadian contemporary performing arts organization;
- Excellent computer skills including knowledge in Microsoft Word, Excel, PowerPoint, Internet, and fundraising software

The standard workweek is 40 hours, Monday to Friday. Some evening and 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 with salary expectations by email to Judi Pressman, Associate Director of Development, [jpressman@canadianstage.com](mailto:jpressman@canadianstage.com) by Friday, September 29, 2017. Please note "CS17 Manager, Corporate Giving" 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.*

*Canadian Stage welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

#### **COMPANY OVERVIEW**

Founded in 1987, Canadian Stage is one of the country's leading not-for-profit contemporary theatre companies, with the 2017.18 season marking the organization's 30th season. Led by Artistic & General Director Matthew Jocelyn, 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).