

canadianstage

POSITION TITLE:	Manager, Government Relations & Foundations
STATUS:	Full-time Permanent
COMPENSATION:	\$50,000
START DATE:	April or May 2019

POSITION SUMMARY

Canadian Stage, one of Canada's leading professional non-profit theatres, is searching for a full time Manager of Government Relations and Foundations to join our team.

The Manager of Government Relations and Foundations manages, develops, and secures public sector and foundation support for Canadian Stage. This position is responsible for renewing and growing existing support, identifying new funding opportunities, and building strong relationships with government, foundation supporters and community stakeholders.

The Manager of Government Relations and Foundations works in partnership with Canadian Stage leadership and staff to develop funding proposals that provide the resources needed to support specific funding needs and advance the organization's mission.

This is a permanent and full-time employment position, reporting to the Director of Development. The position includes participation in Canadian Stage's extended health benefits package as well as RRSP package.

KEY RESPONSIBILITIES

- Accountable for achieving or exceeding the projected annual budget.
- Leading team to identify, create, and submit proposals to all levels of government in conjunction with all departments within Canadian Stage
- Develop and implement overall strategies for successful cultivation and solicitation of support from foundations
- Maintaining and maximizing government and foundation sector funding for all operation and project activities.
- Tracking political posting and appointments, including election results for all three levels of government, as it pertains to public policy development for the arts and cultural sector
- Monitor revenue and progress to meet annual revenue goals
- Work and collaborate closely with other staff in the Development department and other revenue generators
- Build strong working relationships with key internal stakeholders, including programmers and other colleagues

QUALIFICATIONS

- Minimum 5 years of directly related experience preferably with a non-profit arts organization

- Knowledge of political infrastructure and networks at all three levels of government
- Experience working in the fundraising arts sector
- Knowledge of Canada's philanthropic community
- Strong research skills, with an ability to retrieve, and efficiently organize and present information
- Strong networking skills, with an ability to act with tact and diplomacy
- Superior communication skills, both verbal and written

COMPANY OVERVIEW

Founded in 1987, Canadian Stage is one of the country's leading not-for-profit contemporary performing arts organizations. The company produces, presents, commissions, and collaborates with multiple partners on cross-disciplinary work with a focus on performance styles that integrate theatre, dance, film, visual arts and more. Sharing innovative and vibrant performance work from Canada and around the world, the company stages an annual season at three Toronto venues (The Bluma Appel Theatre at TOLive; The Berkeley Street Theatre; and the High Park Amphitheatre), in addition to running a series of artist training through our MFA in Theatre Stage Direction in collaboration with York University, RBC Emerging Artist Program, and TD Programs, Canadian Stage has established a distinct place within the national cultural landscape. Operating in the culturally vibrant downtown east end of Toronto, Canadian Stage is a home for new, challenging dynamic art forms, as well as an incubator and exporter of leading edge contemporary and multidisciplinary activity. For more information, visit www.canadianstage.com.

APPLICATION PROCESS

Submit a letter of interest and CV to Lisa Traini, by **Friday, March 22** via email: ltraini@canadianstage.com. Please note "**CS Manager Government and Foundations**" as the subject line. No telephone inquiries, please.

We thank everyone who applies, 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.