

EMPLOYMENT OPPORTUNITY

Director of Development for Crow's Theatre

Position: Director of Development

Location: Toronto, Ontario

Start Date: November 20, 2020

Application Deadline: November 6, 2020

ABOUT CROW'S THEATRE

Crow's Theatre has been a leading force in the Canadian theatre landscape, recognized for provocative and award-winning new theatre work that has toured nationally and internationally.

In January 2017, following the completion of a \$12 million capital campaign, Crow's opened the doors to its first permanent home, Streetcar Crowsnest. As the first performing arts facility of its kind in Toronto's East End, Streetcar Crowsnest offers a dynamic spectrum of affordable contemporary theatre, all-ages arts events, wide-ranging community programming and partnerships.

Led by Artistic and General Director, Chris Abraham, and Executive Director, Sherrie Johnson, Streetcar Crowsnest houses multiple venues for programming and events: the **Guloien Theatre**; the **Scotiabank Community Studio** for performances, rehearsals and community activities; a stunning **Lobby Bar**; and its adjacent full-service restaurant **Gare de L'est**.

ABOUT THE POSITION

The primary responsibilities of this role include: advancement of fundraising strategies, driving the successful implementation of annual individual and sponsorship campaigns, developing acquisition campaigns for new donors and supporters and, in partnership with the Artistic Director and Executive Director, the cultivating and stewarding of relationships with key stakeholders including foundations, business leaders, our Board of Directors and our general patron base. The Director of Development will be accountable for a meaningful annual fundraising target, as well as additional project-specific campaigns that will roll out in the coming seasons.

Driven and detail-oriented, the Director of Development will have breadth of development experience and perspective in fundraising. This experience will include demonstrated success in the solicitation of major donors and corporate sponsors, and in engaging and leveraging senior volunteers in major gift fundraising.

This is an exceptional opportunity for a seasoned or mid-career fundraising professional to take a leadership role with a vibrant and unique mid-sized performing arts centre that punches above its weight with respect to fundraising success and is well poised to grow on its current successes.

The following list outlines key responsibilities:

- Will manage, develop and implement a fundraising and sponsorship plan, with related strategies that involves corporate and individual giving, programming sponsorships, and government and foundation grants
- Provide leadership within the organization and the development team, and marshal the resources necessary to achieve the key goals and objectives of the fundraising strategy and fundraising targets

- Assess current priorities, workload, and resources, and establish an action plan ensuring that immediate needs are met while longer-term strategies, plans and actions are developed
- Maintain and grow Crow's fundraising database and its policies for recording, maintaining and updating current donor and prospective donor information
- Continue to improve the systems for tracking of donor information and history, recognition delivery and prospect cultivation
- Provide leadership in fundraising, cultivation and sponsorship delivery events, including corporate sponsorship client events, and annual gala
- Implement the donor recognition policy with emphasis on stewardship and donor engagement, including hosting a number of special events each year
- Research prospective funders/supporters and manage fund development pipelines/prospect systems
- Ensure impeccable management of donations, documentation, receipting, payments and thank-you's, and provide regular reports to management and the Board of Directors

Job Requirements:

- At least 5 years' experience in fundraising / development, preferably working in an arts organization in a senior development position, and robust knowledge of the not-for-profit environment
- Highly motivated and self-driven with a demonstrable fundraising knowledge and aptitude
- Ability to seek out and implement innovative fundraising and sales strategies
- Superior writing and communication skills are a must
- Ability to manage multiple deadlines and to work well under tight timelines
- Strong work ethic, and professional and personal integrity.
- Robust knowledge of CRA regulations for the charitable sector
- High level of professionalism and drive
- Experience with fundraising databases
- Post-secondary education is required

COMPENSATION

This is a permanent full-time employment position with a salary commensurate with experience in the range of 65K-90K. The position includes participation in Crow's extended health benefits package and pension plan.

APPLICATION

To apply, please **email** your detailed resume and a cover letter, in PDF form, to hire@crowstheatre.com. Refer to "Director of Development" in subject line.

The deadline to apply is **November 6, 2020**. We thank all applicants, but only applicants selected for interviews will be contacted.

No phone calls please.

Crow's Theatre thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

Crow's Theatre is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Crow's Theatre will work with applicants requesting accommodation at any stage of the hiring process.

Crow's Theatre is committed to building a more diverse workplace and encourage all qualified applicants to apply.

