

ALBERTA THEATRE PROJECTS

JOB POSTING – MANAGER OF DEVELOPMENT

To apply, go to: <https://mpeoplesolutions.com/jobs/manager-of-development-2/>

Who are we looking for?

Do you have a passion for world class contemporary theatre? Are you looking for a culture where you can be innovative, inspired, collaborative and a key networker in our community? Our greatest strength is our team, and this key leadership role is the opportunity for you!

Alberta Theatre Projects (ATP, learn more here: <https://albertatheatreprojects.com/>) is seeking a passionate Manager of Development to create, lead and implement a strategy in the fundraising future of our organization. This role provides a great opportunity for someone to be successful in building their career and in establishing a set of systems and plans for a robust revenue strategy. This Management role will recruit and supervise at least one staff member and collaborate closely with other departments.

Please note that this position is required to work in the office and can only be based out of Calgary

About the company

ATP is a creator, curator and presenter of diverse and resonating stories. These are told by many unique voices, that promise to provoke as much as they entertain. We create world-class contemporary theatre that blurs the line between the audience and the artist, by telling the most provocative and engaging stories of our time. By embracing the intimacy and unique audience configuration opportunities of the Martha Cohen Theatre, we offer an exciting new experience for our audience with each production.

This is a very exciting time in the history of ATP as we look to the future of how our company can continue to be a national leader in new play development, producing and presenting world class productions of contemporary theatre that engages our community by reflecting their stories on stage.

Key accountabilities

- Creates, implements and presents the annual fundraising plan and budget including involvement in the multi-year strategic plan.
- Secures funds to achieve annual fundraising revenue goals within the segments of strategic campaigns, individual, corporate, events, sponsorships, and community grants and foundations.
- Prepares all levels of grant applications and is responsible for all required correspondence and on-going reporting.
- Builds and manages relationships with donors, key prospects and community stakeholders. This includes a strong presence in the community and networking to build relationships to promote ATP.

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- Manages the donor recognition and stewardship initiatives.
- Has strong analytical skills to interpret development data and create a forecast model. Provides monthly reporting to the Management Team, Board of Directors and the Fund Development Committee (FDC).
- Oversees the planning and impact of key fundraising events and campaigns.
- Produces the annual donor impact report and oversees administration in the realm of AGLC partnerships, data tracking and donor pipelines.
- Works collaboratively with the marketing team to ensure clear and timely communications to all donors and stakeholders.
- Champions a culture of philanthropy within the ATP family by engaging all stakeholders.
- Reports to the Executive Director. Works collaboratively with the ATP staff, Board of Directors and volunteers and is the lead on various committees to meet annual objectives.

Qualifications

Must have

- 3 -5 years of experience in a position with transferrable skills that include networking, grant writing, developing relationships and strategic proposals and campaigns. This could include some of the positions below, but we are certainly open to candidates from other career backgrounds.
 - Marketing, Fundraising, Community or Corporate Investment, Business Development or another position with transferrable skills
 - Job titles may include a Marketing Manager, Fundraising Manager, Commercial Banker/Relationship Manager, Business Development Manager or similar job titles
- **Has a passion and commitment to the performing arts and understands the niche and value ATP holds.**
- Is a keen self-starter who exhibits strategic and creative thinking to keep donors engaged.
- A compelling storyteller to deliver the right message to the right donors both written and in person.
- Must have critical **skills in leadership**, managing multiple priorities and the ability to be flexible.
- Being accountable to donors and stakeholders and performs to the highest of standards.
- Please note that an employee police record check and a vulnerable sector check will be required prior to joining the organization.

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Nice to have (this would be a bonus, not a requirement)

- Track record of success in creating and implementing non-profit/charitable fundraising strategies and achieving revenue goals.
- Membership in AFP and interest in pursuing the designation of Certified Fund Raising Executive (CFRE).
- A key understanding of working relationships with a Board of Directors and its committees.
- Knowledgeable and a leader in ethical fundraising.
- Working knowledge of the Spektrix CRM system an asset.
- Knowledge and experience of CRA charitable giving and receipting requirements, AGLC funding and reporting, endowment funds, legacy giving, and foundation fundraising.

Diversity, equity and inclusion

ATP is committed to reflecting the diversity of our community. Our commitment to DE&I is woven into our values and belief that our organization is strongest when we embrace our communities' lived experiences, regardless of what we look like, where we come from, or whom we love. That means building a more equitable, inclusive workplace and promoting daily actions that reinforce our DE&I commitment to the audiences we serve.

Application process

ATP is committed to reflecting the diversity of our community. We believe in equality and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation and physical ability. We also encourage you to self-identify as you are comfortable in your application. If you require any accommodations during the recruitment process, please let us know when you apply.

What we offer

This role is part of the administrative staff group and receives benefits as set out by staff policies. An annual salary of \$80,000 - \$90,000 commensurate with experience, with three weeks of paid vacation annually and our company's employee group health plan after three months of start date.

This position is full time and permanent. The position requires a flexible work schedule due to the donor needs of Alberta Theatre Projects including evening, weekend, and holiday work. We offer a lieu time policy, holiday closure and other benefits to account for the longer hours that occasionally happen during the season.

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Thank you in advance to all applicants

For more information about Alberta Theatre Projects please visit our website at albertatheatreprojects.com

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