



July 22, 2019

Please Post

PHILANTHROPY AND PARTNERSHIPS MANAGER

POSITION SUMMARY:

Reporting to the Managing Director and working closely with the Artistic Director and Board of Directors, the Philanthropy & Partnerships Manager is an essential permanent member of a high-performance; collaborative administrative team, responsible for leading and maximizing Factory's contributed revenue programs. This position is responsible for maintaining active and productive relationships with our donors, sponsors, grantors, and volunteers, and ensuring the organization reaches its fundraising goals. We are looking for someone with fundraising experience and a passion for theatre who isn't afraid to make cold calls and can write a winning sponsorship proposal! **If you are excited by the idea of increased responsibility and scope for your dynamic, can-do attitude, we want you to join our team!**

ABOUT THE COMPANY:

Founded in 1970, Factory Theatre was the first theatre company in the nation to devote itself to producing 100% Canadian content. 50 seasons later Factory continues to lead in the development and sharing of Canadian stories, having produced more than 300 productions from a wide array of Canadian creators and launching the careers of countless theatre professionals.

CORE OBJECTIVES AND RESPONSIBILITIES:

- Building and strengthening Factory's base of **private sector support and developing new resource partnerships.**
- **Working with the company leadership and Board, conceptualizing, implementing and managing all fundraising campaigns,** activities, and events including annual giving, major gifts, corporate and foundation giving, planned giving and endowment, and special campaigns.
- Expanding Factory's base of **individual donors:** acquisition, retention and strengthening of individual donor relationships through annual campaigns and donor appreciation events, plus other creative strategies.
- Maintaining and strengthening Factory's core **corporate and foundation** supporters.
- Lead in negotiation of contracts with suppliers with Managing Director and relevant staff, including negotiating opportunities for in-kind support
- **Event management and execution** for all fundraising and donor events, including pre/post show receptions, galas, other social events. Responsibilities include assisting the Events committee, planning, costing, creation of critical path, ticket sales, guest list, post event follow up, supervising events staff, etc.
- **Fundraising administration** including management of accurate ongoing records of revenue and expense targets, as approved by the Managing Director; supervising the processing of all tax receipts, donor communications and audit trail.
- Participation in the long-term strategy and **development of capital campaigns** with the Managing Director, Artistic Director, and the Board.

The responsibilities listed above address the key duties of the position. Additional responsibilities may occasionally be required. They will not, however, be unreasonably assigned.

This is a full-time, permanent position with a competitive compensation package including three weeks of vacation annually and a benefit package. Normal work hours are Monday – Friday, 9 – 6, and weekend and evening work as required by events and show openings.

CANDIDATE PROFILE

The successful candidate will:

- Have a minimum of 5 years experience in the non-profit arts sector, ideally in fundraising with a theatre/performing arts organization.
- Able to demonstrate a solid history of resource generation and inventive approaches to fundraising throughout his or her career.
- An artistic sensitivity - ideally with a passion for theatre - with knowledge and understanding/experience of philanthropic sectors, key organizations and the foundation and corporate donation cycle.
- Excellent writing and communication skills.
- Attention to detail and an ability to roll with unexpected events.
- Experience in coordination and supervision of staff and volunteers.
- Comfortable with and able to work well with a volunteer board of directors.
- Excellent customer service skills
- Excellent and adaptable computer skills are a must, with excellent knowledge of Word, Excel, PowerPoint, and database management.

DEADLINE FOR APPLICATIONS: WEDNESDAY, AUGUST 14, 2019, @ 11:55 PM

APPLICATIONS:

Please send **resume with cover letter** in pdf format (please label the pdf with your name: SurnameFirstname.pdf) via email to:

Jonathan Heppner, Managing Director
careers@factorytheatre.ca

NOTE TO APPLICANTS:

Applications will be reviewed as they are received; interviews will be held in August/September with an expected start date to be determined with the successful candidate. We thank all applicants for their submissions, but only applicants selected for an interview will be contacted.

All applications will be treated in confidence. No telephone inquiries please. Factory Theatre is committed to diversity and inclusiveness in its employment practices and in all its work. We encourage applications from all qualified candidates.