



Job Posting: Fundraising and Development Manager

Full-Time | 44 hours/week

Salary: \$60,000-\$64,000, commensurate with experience

Reports to: Managing Director

NOTE: This position currently reports to the Interim Leadership Team and Artistic Director while Factory Theatre hires a new Managing Director.

Start date: August 1, 2026

Applications due June 29, 2026 at 5pm

ABOUT FACTORY THEATRE

Factory Theatre is one of Canada's leading producers of new Canadian theatre, dedicated to developing and presenting bold, diverse, and contemporary voices. We are seeking an energetic and relationship-driven Fundraising and Development Manager to help grow Factory's community of supporters and expand corporate and philanthropic partnerships during an exciting period of organizational growth.

ABOUT THE POSITION

Reporting to the Managing Director and working closely with the Artistic Director and Board of Directors, the Fundraising and Development Manager is responsible for growing Factory Theatre's contributed revenue through individual giving, foundation support, corporate partnerships, and donor engagement initiatives. A key focus of the role will be expanding Factory's network of corporate supporters and community partners while strengthening relationships with existing donors and funders.

This is an ideal opportunity for an emerging fundraising professional who is entrepreneurial, collaborative, and excited to build meaningful relationships within Toronto's arts and business communities.

KEY RESPONSIBILITIES

Corporate Partnerships & Sponsorship

- Identify, cultivate, and solicit new corporate sponsorship and partnership opportunities.
- Develop sponsorship proposals, partnership materials, and customized outreach strategies.
- Build and maintain relationships with existing corporate supporters and in-kind partners.
- Work with leadership and Board members to identify and steward prospective sponsors and donors.



Individual & Foundation Giving

- Manage annual fundraising campaigns and donor stewardship initiatives.
- Support the cultivation, solicitation, and stewardship of individual donors, including annual and mid-level giving.
- Maintain and strengthen relationships with foundation and grant partners.
- Conduct prospect research and help develop strategies to grow Factory's donor pipeline.

Events & Community Engagement

- Coordinate fundraising and donor engagement events including receptions, community gatherings, and special events.
- Support the creation of donor communications, stewardship materials, and fundraising content in collaboration with the communications team.
- Help create engaging opportunities for supporters to connect with Factory's artists and work.

Administration & Reporting

- Maintain accurate donor records, gift tracking, tax receipting, and fundraising reports.
- Track fundraising activity, revenue goals, and sponsorship pipelines.
- Prepare regular updates and reports for senior leadership and the Board Institutional Advancement Committee.
- Support the ongoing planning and execution of fundraising initiatives and campaigns.

Supervision & Mentorship

- Provide ongoing direction, mentorship, and performance management for the Development Associate, fostering a collaborative and supportive team environment.
- Conduct regular check-ins to establish clear workflows, prioritize weekly tasks, and support the associate's long-term professional development.

QUALIFICATIONS

- Minimum 3 years of experience in fundraising, partnerships, sponsorship, sales, account management, or nonprofit development.
- Strong interpersonal and relationship-building skills with confidence in outreach, networking, and donor cultivation.
- Excellent written and verbal communication skills.
- Strong organizational and project management abilities with attention to detail.
- Self-motivated, collaborative, and comfortable working in a creative and fast-paced environment.
- An understanding of the arts and cultural sector, and an appreciation for Factory Theatre's mission and role within the Canadian theatre community.



- Experience working in the arts, culture, nonprofit, or charitable sector is an asset, but not required.
- Familiarity with Toronto's philanthropic, corporate, or cultural landscape is considered an asset.

WHAT WE'RE LOOKING FOR

We are looking for someone who is proactive, curious, and excited by the challenge of growing support for Canadian theatre. The ideal candidate is comfortable initiating new relationships, pursuing sponsorship opportunities, and representing Factory Theatre within Toronto's philanthropic, business, and cultural communities.

Factory Theatre is committed to equity, diversity, inclusion, and accessibility in our hiring practices and workplace culture. We encourage applications from individuals from equity-deserving communities and from candidates with varied professional and lived experiences.

ADDITIONAL INFORMATION

Eligible for participation in group health benefits plan. New Factory employees start with 15 days paid vacation, 5 days paid personal leave, and 10 days un-paid leave. Flexible schedule as some evening and weekend work is required. Access to a shared employee fund for professional development, including travel and event/performance tickets where appropriate. Eligible for hybrid office hours as only some tasks require in-person presence at office/theatre. Factory operates on Windows, MS Office / Outlook, Discord, Spektrix (CRM database), and Airtable. Graphic and web design skills are an asset but not required. The responsibilities listed above address the key duties of this engagement, other duties may be assigned as necessary.

To apply please send your CV a one-page cover letter detailing your approach to fundraising and your interest in working with Factory Theatre. Application packages should be submitted as a single PDF file to careers@factorytheatre.ca by 5:00pm EDT on Monday, June 29, 2026.