

Job Posting – Business Development Manager

Status: Part-time, 25 hours a week

Hours of Work: Office hours with some evenings and weekends

Compensation: \$50,000 - \$56,000

Department: Audience and Revenue Development

Reports to: Director of Audience and Revenue Development

About us:

Driven by a passion to serve its audiences in bold and innovative ways, Gateway Theatre enriches the quality of life in Richmond and surrounding communities by creating outstanding artistic offerings and by serving as a dynamic hub for the performing arts. To achieve our organizational mission and connect with the changing population of Richmond, we employ staff with eclectic and multifaceted expertise. As a group we take risks, we empower, we go beyond, and we listen. We embrace difference as something that challenges our understanding and provokes our growth. So, if you won't settle for the expected, you have found your crew.

The position:

This newly created position is an exciting opportunity for someone who loves to network, meet new people, can engage with a variety of businesses and organizations in order to meet ambitious revenue goals, and position Gateway Theatre as the preferred brand for business partners. **The core of this position is revenue development:** either through gaining new rental clients, corporate sponsors, and/or individual donors for Gateway Theatre.

What we are looking for:

- Develop an annual strategy to create longstanding relationships between local businesses and Gateway Theatre
- Meet with local business owners and understand their needs and priorities, drawing connections with opportunities at Gateway
- Create mutually beneficial proposals for partnerships
- Secure contracts to meet revenue targets
- Work collaboratively with Gateway Theatre colleagues in other departments, particularly with the Facility Manager

The ideal candidate is:

- An ambitious self-starter motivated to achieve financial results
- Highly relational and able to create strong personal connections with others
- Strategic and thoughtful
- Able to see and make connections between opportunity and how to realize it
- Persistent and perseverant
- A caring team player with honesty, integrity, and an aptitude for working in a collaborative environment
- Adaptable: smart and clever with flexible thinking and a creative outlook



Experience:

- At least a 3 to 5-year track record of success in building and growing a business development/or fundraising portfolio focused on ambitious financial goals
- Proven track record of identifying, cultivating, soliciting, stewarding, and strengthening relationships with the business community
- Established contacts with Richmond-based businesses is a definite asset
- Goal setting, goal achieving, and report writing
- Demonstrated experience creating accurate budgets and financial reports.
- Fully competent and operational with MS Office Suite (outlook, word, excel, etc.) and technical expertise including the ability to learn and adapt to new programs and processes as required
- Experience in either B2B, marketing, sales, fundraising, or communications preferred

Preference may be given to those applicants:

- With fluency in Mandarin or Cantonese
- With experience/familiarity with Richmond-based business environment

Other Requirements:

- Legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit)
- Demonstrated experience with inclusion, equity, and anti-oppression
- COVID-19 Vaccination: by the first day of work, the successful applicant must be at least seven days past having received all recommended doses of a COVID-19 vaccine approved by Health Canada

Gateway Theatre strives to be an equitable and inclusive workplace. We value an open and diverse community that fosters the inclusion of many different voices. We encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or status as an Indigenous person. Please note any required accommodations in your cover letter.

To Apply:

Please send a resume and cover letter to Mirjana Galovich, Director of Audience and Revenue Development, at mgalovich@gatewaytheatre.com with the subject line "Business Development Manager". **Application Deadline: 5 PM by March 24, 2023.** We thank all applicants, but only those considered for an interview will be contacted.