



## Job Posting – Fund Development Manager

---

|                       |  |
|-----------------------|--|
| <b>Status:</b>        | <b>Part Time Permanent @ 25 hours/week</b>                           |
| <b>Hours of Work:</b> | Flexible office hours with occasional evenings and weekends          |
| <b>Compensation</b>   | <b>\$45,000-50,000</b>   |
| <b>Benefits:</b>      | Paid sick days and paid leave as per the company policy              |
| <b>Department:</b>    | Fund Development   |
| <b>Reports to:</b>    | Executive Artistic Director and General Manager                      |
| <b>Supervision:</b>   | Supervises the Fund Development Coordinator with the General Manager |

---

Driven by a passion for serving 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.

### Position Overview:

We are seeking a part time Fund Development Manager to play a key role in generating fundraising revenue to support the theatre's programs and operations. The successful candidate will have a proven record of experience fundraising, excellent leadership and networking abilities, and a drive to make strong connections within the community. The position requires an enthusiastic, resourceful self-starter with excellent written, oral, and presentation communication skills, well-developed computer skills, and the ability to work as a collaborative, inclusive, and 'hands-on' team player.

Specifically, the Fund Development Manager manages individual giving, corporate partnerships and private sector portfolios. Working directly with the Executive Artistic Director and General Manager with support from the Fund Development Coordinator, this position is responsible for developing and managing all strategic activities related to the cultivation, solicitation, and stewardship of donations, ensuring our supporters are inspired by Gateway Theatre's vision, mission, and values.

### Key Responsibilities:

- Develop and activate an annual, integrated fund development plan that includes a solicitation strategy and plan to achieve fundraising revenue goals.
- Lead the corporate and private sector engagement strategy and secure appropriate partners based on the outlined goals.
- Work collaboratively with Gateway Theatre colleagues and the Board Revenue Development Committee to identify fundraising opportunities and to manage and increase donor engagement.



- Develop and execute strategic donor stewardship and cultivation events.
- Manage a portfolio of donors: cultivate, solicit, and close gifts to expand the donor base and meet revenue objectives.
- Actively work to collaborate and grow positive relationships with all departments within the organization.

**Requirements:**

- Post-secondary education (preferably in marketing, or business administration), or an equivalent combination of education and relevant experience.
- Minimum of 3+ years of recent fundraising experience with a charity or non-profit organization
- Proven record of building and delivering innovative and highly effective donor engagement vehicles, programs and events.
- Ability to communicate Gateway Theatre's vision and key messages to potential supporters.
- Strong interpersonal and public relations skills and the ability to communicate effectively with donors, volunteers, and other community members.
- Excellent oral, written, and presentation skills, through various mediums.
- Strong financial acumen.
- Knowledge of CRM and databases is considered an asset.
- The ability to work in Mandarin or Cantonese is considered an asset.
- Must be able to work occasional evenings and weekends.

**Note:** Candidates with relevant, transferable skills who do not exactly meet the above specifications are encouraged to apply.

**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.

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 Susan Shank, General Manager [SShank@gatewaytheatre.com](mailto:SShank@gatewaytheatre.com) with the subject line "Fund Development Manager". **Application Deadline: 5 PM November 11, 2024.** We thank all applicants, but only those considered for an interview will be contacted.