

**Job Title:** Development Manager

**Company:** Theatre of the Beat

**Location:** Remote, with occasional work in Toronto & Kitchener-Waterloo

**Salary:** \$20/hr

**Hours:** 10 hrs/week, flexible schedule

**Application Deadline:** Sunday August 24, 2022 at 11:59PM

**Anticipated Start Date:** Thursday, September 1, 2022



### **Organization Description**

Theatre of the Beat (TOTB) is a Canadian touring theatre company working to catalyze conversations on social justice and its intersection with the beliefs of the communities in which we find ourselves. Since 2011, we have been staging change across the globe by creating original social justice theatre and workshops for underrepresented populations. Through an immersive cultural exchange of grassroots theatre, hospitality, and philosophy, our company empowers its audience to work towards a just future.

We have a history of engaging with communities to discuss highly sensitive social justice topics through our productions. Our creative process is rooted in Restorative Justice principles and methodologies and we are passionate about positively affecting personal and social change. We have performed over three hundred shows in theatres, festivals, churches, universities, and prisons across North America, the United States, and Europe.

TOTB is one of only two Canadian theatre companies working with incarcerated individuals, and the only theatre company in Canada working with female incarcerated individuals. In 2016 we partnered with Grand Valley Institution for Women to create the first ever theatre program in Canada that provides opportunities for federally sentenced women to work in collaboration with theatre professionals, encouraging reintegration through personal growth, thoughtful reflection and creative expression.

### **Job Description**

Reporting to TOTB's Artistic Producer, the Development Manager will assist with the following tasks:

#### **GENERAL**

- Oversee the fundraising budget tracking, analysis and reporting needed to provide accurate and up to date intelligence to sustain the organization's strategic approach
- Write quarterly reports to keep the Board apprised of fundraising activities, and attend board meetings to present report
- Work with the Artistic Producer to create a fund development plan which increases revenue to support the strategic direction of the organization
- Assists the Artistic Producer in overseeing stewardship and recognition of sponsors, according to sponsor contracts, including appropriate sponsor logo placement

#### **DONOR RELATIONS & FUNDRAISING EVENTS**

- Create and maintain positive relationships with prospective and existing donors through a combination of direct mail, email, phone, and in person communication
- Plan and execute a minimum of two donation campaigns annually
- Plan and coordinate one fundraising event annually
- Develop event invitation lists, issue invitations and manage



responses

- Process donations and issue tax receipts where appropriate
- Ensure donors have appropriate recognition and donor perks are fulfilled
- Utilize fundraising websites CanadaHelps, PayPal Giving Fund, and Charitable Impact to process donations
- Utilize CRM (customer relationship management) software SUMAC and Google Sheets to track donations and donor data
- Works towards achieving annual donation targets (\$47,000 in 2022)

## GRANTS

- Identify and research grant opportunities including government grants, arts council grants, and foundation grants
- Research, write, edit, and submit grant proposals and reports
- Ensure grant proposals and reports are prepared in a timely manner while adhering to high standards

## Preferred Qualifications and Skills

- Experience with or Education in fundraising, development, event management, or arts administration
- Minimum 1 year experience working in a performing arts and/or social justice environment
- Comfort in video chat applications including Zoom
- Strong written and verbal communication skills; must be organized, self-motivated, and able to multitask
- Knowledge of Google Drive, Google Docs, and Google Sheets
- Experience with CRM software SUMAC considered an asset
- Particular consideration will be given to candidates who demonstrate a passion and track record for empathetic and inclusive practices and working with artists from a wide variety of backgrounds, identities, and abilities
- Comfortable with flexible hours, managing own schedule, and working remotely

Our company mandate has always been to catalyze conversations on social justice and its intersection with the beliefs of the communities in which we find ourselves in. We are passionate about continuing to amplify underrepresented voices, and as such, we especially encourage folks who identify as Black, Indigenous, People of Colour, LGBTQ2S+, d/Deaf, Mad, Disabled/People with Disabilities, and/or Neurodiverse to submit.

Interviews will be conducted virtually due to COVID-19.

Work will take place remotely and at Theatre of the Beat's Toronto office. Travel to Kitchener-Waterloo as well as evening and weekend work required as performance schedule requires.

To apply please submit a resume and cover letter to [info@theatreofthebeat.ca](mailto:info@theatreofthebeat.ca). In your cover letter please outline your experience in social justice or community base theatre. Please also provide insight into why you are interested in working with Theatre of the Beat and any history with the company. Submit both materials with the subject line **DEVELOPMENT MANAGER - [Name of Applicant]** by **Sunday, August 24, 2022 at 11:59PM**.

We thank all applicants for their interest in the position!