



DEVELOPMENT MANAGER (full-time)

For 47 years, The Cultch has presented unforgettable theatre, dance, and music, bringing excellent local, national, and international presentations to thousands of patrons each year. We have a vibrant rental clientele and a unique Youth Program further extending our reach into the community. Our team members include people like you: enthusiastic, innovative, passionate, and energetic folks who have a love of arts and community and delight in sharing this passion.

The Cultch operates three theatres: the Historic Theatre and Vancity Culture Lab at The Cultch on Venables Street, and the York Theatre on Commercial Drive. We believe you will find our culture and community fulfilling, challenging, and rewarding.

During the current gathering restrictions, The Cultch has adapted to online performances and will continue to do so for the foreseeable future.

OVERVIEW

Reporting to the Director of Patron Development, the Development Manager is responsible for planning and organizing fundraising campaigns and development initiatives, both individual and corporate.

Key areas of responsibility:

- Plan, direct, and evaluate activities that develop and implement fundraising campaigns, fundraising strategies, and programs to promote individual and corporate giving.
- Work closely with the Marketing Manager and Patron Development team to ensure Marketing and Development strategies and initiatives align
- With the Marketing Manager and Patron Development team, direct and evaluate the development and implementation of patron communications strategies
- Ensure that all fundraising administration around donation processing, tax receipts, updating donor lists, and reporting is carried out accurately and on time.
- Manage the design, development, and maintenance of The Cultch's online fundraising presence, including website, third party websites, and social media.
- Oversee donor and sponsor relations including: thank you calls, thank you letters, benefits fulfillment, and regular contact with donors and stakeholders.
- Create and send fundraising communication materials and create communication lists



- Identify new and untapped opportunities and strategies to grow The Cultch's fundraising revenue
- Manage functions in The Cultch's database (Audienceview) to ensure processes are functional and forward moving and that data is updated and correct

QUALIFICATIONS:

- A background in fundraising and development
- The desire, drive, and ability to identify and create Cultch advocates, and deepen existing Cultch relationships
- A passion for arts and community
- The ability to be flexible, nimble, and adaptable
- Strong interpersonal and team skills
- Understanding and familiarization with AudienceView ideally or, alternatively, an aptitude for software and willingness and desire to learn
- Detail-oriented with superior written and oral communication skills
- Ability to strategize, organize, and prioritize work, while handling multiple tasks with patience
- Familiarity with CRA regulations and guidelines in relation to tax receipting an asset

DEADLINE FOR APPLICATIONS: Sunday , January 10, 2021 or until a suitable applicant is found.

START DATE: As soon as possible.

HOURS OF WORK: This is a full-time, administrative position; some work hours will take place in evenings and weekends. Until such time as patrons are allowed to return to the theatre this position works remotely. A combination of office and remote work is expected over the longer term.

REMUNERATION: \$50,000 to \$55,000 per annum commensurate with experience, 3 weeks vacation to start and an extended health & dental plan.

JOB CONTACT INFORMATION:

If this sounds like you, please send your application and cover letter stating your availability and salary expectation to: hiring@thecultch.com with "**DEVELOPMENT MANAGER**" in the subject line

The Cultch is committed to an accessible, safe, and inclusive environment. We respect, value and celebrate the diverse experiences of each person and actively encourage everyone to consider joining our team. If you need assistance or have questions at any stage of the application process then please do not hesitate to reach out.