



PARTNERSHIPS MANAGER

(Full-Time, Parental Leave Position)

For 50 years, The Cultch has presented unforgettable theatre, circus, puppetry, dance and music, bringing excellent local, national and international presentations to thousands of patrons each year. In addition, we have a vibrant rental clientele and a unique Youth Program, further extending our reach into the community. Located just off Commercial Drive, The Cultch is also a great place to work. Our team members include people like you: enthusiastic, innovative, passionate, detail-oriented and energetic who have a love and knowledge of the contemporary performing arts in all forms 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 high-performance culture personally fulfilling, professionally challenging, and artistically rewarding. Join our team and share our vision of a future filled with the best that contemporary performance has to offer.

OVERVIEW

Reporting to the Executive Director and the Associate Executive Director, the Partnerships Manager is responsible for planning and executing fundraising campaigns, partnership, and development initiatives.

Works closely with the Development Team: Executive Director, Associate Executive Director, Patron Development Manager, Business Development and Hospitality Manager, Marketing Manager, Patron Development team.

The Partnerships Manager ensures we are on track and working collaboratively at building relationships and revenue opportunities.

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 Patron Development Manager, Marketing Manager, and team to ensure Marketing and Development strategies and initiatives align
- With the Patron Development Manager, Marketing Manager and team, direct and evaluate the development and implementation of patron communications strategies



- Manage the design, development, and maintenance of The Cultch's online fundraising presence, including website, third party websites, and social media.
- Oversee sponsor and funder relations including: thank you calls, thank you letters, benefits fulfillment, and regular contact with stakeholders.
- Directs and manages graphic designer, web designer, and videographer on the creation of loyalty materials
- Identify new and untapped opportunities and strategies to grow The Cultch's partnerships revenue
- Steward and deepen existing relationships and collaborations, identify opportunities for new partnerships
- Attend Cultch events and work with team to ensure a welcoming and engaging environment for all
- Attend and represent The Cultch at external events, workshops etc to build The Cultch's relationships and community
- Ensures we are engaging, stewarding and fulfilling relationships in individual, corporate, foundation giving, as well as grant and funder support

QUALIFICATIONS:

- The desire, drive, and ability to identify and create Cultch advocates, and deepen existing Cultch relationships
- A passion for arts and community
- Willingness to be a representative for The Cultch in varying capacities
- Detail-oriented with superior written and oral communication skills
- Ability to strategize, organize, and prioritize, while handling multiple tasks with patience
- Interest in innovative approaches to fundraising and relationship building that reflect changing practices and inclusion and engagement at all levels
- Thrives working collaboratively
- A practical, calm, and creative problem-solver and strategic thinker, with the flexibility to react nimbly to the unexpected

Don't have all of these qualifications but are passionate about The Cultch and the work we do? Please tell us about the qualifications you do have! We'd love to hear from you.

DEADLINE FOR APPLICATIONS: December 18, 2023

START DATE: February 5, 2024

1895 Venables Street
Vancouver, BC V5L 2H6

Box Office. 604-251-1363
Admin. 604-251-1766

THECULTCH.COM

UNIQUE, DIVERSE, INTIMATE



HOURS OF WORK: This is a temporary (13-month), full-time parental leave position. Some work hours will take place in the evenings and weekends. This is primarily an in-office position with some remote work available.

REMUNERATION: \$58,000 per annum commensurate with experience, 3 weeks vacation, and an extended health & dental plan.

JOB CONTACT INFORMATION:

If this sounds like you, please send your application and cover letter to: hiring@thecultch.com with "PARTNERSHIPS MANAGER" in the subject line.