



The Theatre Centre is looking to fill the role of **Development and Administrative Coordinator**.

Development and Administrative Coordinator: Full-time Position

Hours: 40 hours/week

Salary: \$45,000

Start date: January 2023

The **Development and Administrative Coordinator** will work closely with the Managing Director to implement annual fundraising campaigns, coordinate stewardship activities, maintain the donor database, and general administration for the organization. The successful candidate is highly organized, works well collaborating on a team, and has excellent time management skills.

About The Theatre Centre

The Theatre Centre is a nationally recognized live-arts incubator and community hub. Our mission is to offer a home for creative, cultural and social interactions to invent the future. We make work that spans disciplines and genres; work that pushes the boundaries of what is considered performance.

In 2014, The Theatre Centre completed a \$6.2 million transformation of an iconic heritage building into a permanent home for the company. Since that time, we've established ourselves as a cultural & community hub in the heart of West Queen West. As a charitable organization, we continue to be known for having research & development at the heart of our artistic activities, through our long-term Residency Program. Recently among our Residency artists have been a choreographer, a performance artist, and a neurologist. No two projects are alike.

Development responsibilities (80%)

- Coordinating biannual appeals for the annual individual giving campaign in collaboration with the Marketing & Communications Coordinator and Director of Communications
- Working with management to steward donors and partners including but not limited to acknowledgement letters and charitable tax receipts, event invitations, thank you notes, arranging tickets, and updating donor listings
- Supporting the annual board fundraiser and other development events

- Assisting with foundation and corporate sponsorship applications
- Assisting with public funding applications
- Maintaining company databases and accounts to ensure that donors and funders receive timely information of Theatre Centre activities
- Designing development collateral for donor communications and grant applications as needed
- Updating the website with development news and changes as needed

Administrative responsibilities (20%)

- Reconciling company expenses on credit cards in collaboration with the bookkeepers
- Maintaining records for financial transactions and relevant supporting material
- Coordinating with the bookkeepers to disburse tax slips
- Updating internal statistics and testimonials documents
- Maintaining and updating shared calendars and all company accounts as needed
- Taking minutes and preparing packages for board meetings
- Coordinating staff birthday cards, gifts, and other hospitality tasks as needed

Applicant Qualities & Qualifications:

- Able to work effectively independently and collaboratively
- Excellent written and oral communication skills
- Interest in taking initiative and autonomy with projects
- Interest in and/or experience working in the arts
- Proficiency with Microsoft Office (including Word and Excel)
- Knowledge of basic fundraising and tax receipting principles are an asset
- Basic graphic design skills (InDesign, Photoshop, Canva) are an asset
- Experience with Theatre Manager or any other CRM database is a strong asset
- Experience with Adobe, Slack, MadMimi, Dropbox, GoogleSuites are strong assets

Application Process:

The Theatre Centre is committed to employment equity. We encourage applications from queer, transgender and two-spirit people, First Nations, Inuit and Métis, Black people and people of colour, and people with disabilities. We're also committed to providing accommodations for people with disabilities in all parts of the hiring process. If you require an accommodation, please email jobs@theatrecentre.org and we will work with you to meet your needs.

We will be accepting applications and interviewing on a continuous basis until the position is filled, though interviews will begin no sooner than January 16, 2023. Applicants are being asked to submit an updated resume, two one-page writing samples that demonstrate your ability to argue for a case and/or your communication skills (school papers are okay!), and a quick introductory email to jobs@theatrecentre.org. In your email, please let us know where you heard about the job.

**Please send files as PDFs with file names in the format of
LASTNAME_Firstname_Dev&Admin.pdf.**

Thanks for your interest! While we thank all applicants who submit their candidacy for this posting, personal responses to all inquiries may not be possible.