



## **Job Posting: Development Manager (Maternity Leave)**

---

**Status:** Part-time fixed-term  
**Hours of Work:** 30 hrs per week; office hours with occasional evenings and weekends  
**Dates:** 3 December 2018 to 10 January 2020

---

Gateway Theatre enriches the quality of life in Richmond and surrounding communities by creating outstanding professional theatre and serving as a dynamic hub for the performing arts. Incorporated in 1982, Gateway has grown into one of the largest professional theatre companies in the Lower Mainland. We serve the community through professional live theatre productions, theatre education for youth, and community venue rentals.

### **POSITION SUMMARY**

The Development Manager is responsible for advancing Gateway Theatre's mission by generating revenue from grants, donations, and sponsorships. In addition, the Development Manager is a member of the Gateway's management team who collaborate to support the long term goals of the organization. Responsibilities include:

- Preparing and executing annual fundraising plans for
  - o Individual donors
  - o Corporate donors and sponsors
  - o Foundations
- Collaborate with board members in the identification, cultivation and solicitation of prospects
- Plan and execute Development events
- Supervise the Development Associate and Development Intern
- Attend internal and external meetings, plus networking and community events
- Keep abreast of fundraising industry developments and best-practices

### **QUALIFICATIONS:**

- At least 3 years' prior experience in fundraising, ideally in an arts and culture environment
- Experience with campaign and event planning
- An enthusiasm for relationship-building and offering high-level customer service to sponsors and donors
- Ability to prioritize, manage multiple projects and meet deadlines
- Excellent organizational skills and attention to detail
- Strong verbal and written communications and interpersonal skills
- Proven ability to manage others and delegate work
- A collaborative, innovative and flexible approach to work

Any offers of employment will be subject to satisfactory documentation demonstrating that the candidate is legally permitted to work in Canada (Canadian citizenship, Permanent Residency or current open work permit).

### **COMPENSATION:**

\$44,000-\$46,000 per annum plus 4% vacation pay.

### **TO APPLY:**

Please email your resume and a cover letter outlining your suitability for the role to Camilla Tibbs [ctibbs@gatewaytheatre.com](mailto:ctibbs@gatewaytheatre.com); **deadline 5 October 2018.**

Gateway Theatre is committed to employment equity and request that any required accommodations be noted cover letters. We thank all applicants, but only those considered for an interview will be contacted.