



Job Posting – Fund Development Coordinator

Status:	Permanent full-time
Hours of Work:	Office hours with some evenings and weekends
Compensation:	\$37,000 - \$40,000
Department:	Audience and Revenue Development
Reports to:	Fund Development Manager
Benefits:	Extended benefits plan; pension plan; optional partial remote working; paid sick days; three weeks paid leave to start

About us:

Driven by a passion to serve its audiences in bold and innovative ways, Gateway Theatre enriches the quality of life in Richmond and surrounding communities by creating outstanding artistic offerings and by serving as a dynamic hub for the performing arts. To achieve our organizational mission and connect with the changing population of Richmond, we employ staff with eclectic and multifaceted expertise. As a group, we take risks, empower, go beyond, and listen. We embrace difference as something that challenges our understanding and provokes our growth. We are a nimble, dynamic, and exciting organization. So, if you won't settle for the expected, you have found your crew.

Position Overview:

We are looking for a collaborative, open-minded, curious, and eager-to-learn Fund Development Coordinator who is passionate about Gateway Theatre's mission and the performing arts. A self-starter, thriving in a fast-paced environment where ideas flow freely and where every team member has a great deal of autonomy and is expected to lead and contribute their expertise. We are looking for a person who loves databases and research, has a keen eye for detail, and derives great pleasure and pride from creating a perfect excel sheet or a fund development trends analysis.

Responsibilities will include:

- Collaborating with the Fund Development Manager to execute **annual fundraising targets and strategies** for raising funds per the existing Fund Development Plan.
- Cultivating relationships with **current donors** through email and phone correspondence, face-to-face meetings, and planning of recognition of donors, seeking to increase their financial support of Gateway Theatre.
- Researching and creating profiles for and developing relationships with **prospective donors**, foundations, and corporate partners.
- Studying and researching **grant** opportunities; coordinating applications; liaising with the Administrator and the Fund Development Manager to submit applications.
- Handling ongoing accurate and efficient donation **data entry** with careful attention to donor designations and requests and maintaining up-to-date donor information.
- Preparing acknowledgment **letters**, and **thank you letters** during the year and at year-end.
- Receiving individual donations notifications, recording them in the CRM, **creating tax receipts**, and sending them out.
- Assisting in data collection and file preparation for the year-end audit.
- Collaborating on the development of **promotional materials**, annual fundraising, and other related materials (quarterly newsletters, brochures, annual reviews, fact sheets, etc.) in collaboration with the Fund Development Manager.

- Managing donor feedback surveys and logging of surveys.
- Pulling mail lists for campaigns

What background will you need?

- 2+ years of non-profit fund development OR digital marketing experience OR customer service.
- Familiarity with CRM systems.
- Demonstrated creativity and superior written and oral communication skills.
- Sound ability to analyze, plan, initiate, and complete projects on time.
- Ability to multi-task with exceptional attention to detail while remaining outcome-oriented.
- Ability to take initiative in a collaborative or independent setting.
- Advanced computer literacy.

Candidates with relevant, transferable skills who do not exactly meet the above are encouraged to apply.

What will you bring to the team?

- A results-based, process-oriented focus to enhance Gateway's mission and its fund development initiatives.
- An engaging and skilled approach to working with Gateway leadership, varying levels of staff, consultants, volunteers, and other stakeholders.
- The ability to work with virtual teams and to independently manage your work to completion.
- An honest, open, diplomatic approach when relating to others.
- The willingness and flexibility to learn and tackle new challenges.
- The motivation to have fun, enjoy your work and be part of a team.

Other Requirements:

- Legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit).
- Demonstrated experience with inclusion, equity, and anti-oppression.
- COVID-19 Vaccination: by the first day of work, the successful applicant must be at least seven days past having received all recommended doses of a COVID-19 vaccine approved by Health Canada.

Inclusivity

Gateway Theatre strives to be an equitable and inclusive workplace. We value an open and diverse community that fosters the inclusion of many different voices. We encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or identity as an Indigenous person. We welcome self-identification in your application. Please also note any accommodations or accessibility requirements in your cover letter.

To Apply:

Please send a resume and cover letter outlining your suitability for the position to Susan Tarrant, Fund Development Manager, at starrant@gatewaytheatre.com with the subject line "Fund Development Coordinator".

Application Deadline: by 5 PM, August 5th, 2022. We thank all applicants, but only those considered for an interview will be contacted.