



Job Posting – Fund Development Manager

Status:	Permanent full time @ 35 hours/week
Hours of Work:	Office hours with occasional evenings and weekends
Compensation:	\$60,000 to \$70,000 commensurate with experience
Benefits:	Extended benefits plan; pension plan; optional partial remote working; paid sick days; three weeks paid leave to start
Department:	Fund Development
Reports to:	Executive Artistic Director and General Manager

Driven by a passion for serving 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.

Gateway Theatre values a positive work life balance and offers an optional partial remote working environment. Paid vacation weeks begin at three and we offer a full extended benefits, pension plan and paid sick days. As a company, we strive to empower, go beyond, and listen.

Position Overview:

We are seeking a Fund Development Manager to play a key role in generating fundraising revenue to support the theatre's programs and operations.

The successful candidate will have a proven record of fundraising, excellent networking abilities, and a clear understanding of the value of the arts to our community. The candidate will be comfortable with hands on outreach, sales and development. Existing connections within the Richmond community or a willingness to create such connections are essential. This position requires an enthusiastic, resourceful individual with excellent written, oral, and presentation communication skills, well-developed computer skills, and the ability to work collaboratively.

Specifically, the Fund Development Manager manages the corporate partnerships portfolios, individual giving, private foundations and fundraising events. Working directly with the Executive Artistic Director and General Manager this position is responsible for developing and managing all strategic activities related to the cultivation, solicitation, and stewardship of donations, ensuring our supporters are inspired by Gateway Theatre's vision, mission, and values.

Key Responsibilities:

- Activate and continue to develop an annual, integrated fund development plan that includes a solicitation strategy and plan to achieve fundraising revenue goals.
- Lead the corporate engagement strategy and secure appropriate corporate partners based on the goals



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Registered charity: #11911 8875 RR0001

outlined.

- Work collaboratively with Gateway Theatre colleagues and Board, to identify fundraising opportunities and to manage and increase donor engagement.
- Develop and execute strategic donor stewardship and cultivation events
- Manage a portfolio of donors: cultivate, solicit, and close gifts to expand the donor base and meet revenue objectives.
- Prepare proposals, impact reports, letters of inquiry, briefings, etc.

Requirements:

- Post-secondary education (preferably in a related field), or an equivalent combination of education and relevant experience.
- Minimum of 3+ years of recent fundraising experience with a charity or non-profit organization or sales related field.
- Proven record of building and delivering innovative and highly effective donor engagement vehicles, programs and events or the equivalent in sales.
- Ability to communicate Gateway Theatre's vision and key messages to potential supporters.
- Strong interpersonal and public relations skills and the ability to communicate effectively with donors, volunteers, and other community members.
- Excellent oral, written, and presentation skills, through various mediums.
- Strong financial acumen.
- Knowledge of CRM and databases is considered an asset.
- The ability to work in Mandarin or Cantonese is considered an asset.
- Must be able to work occasional evenings and weekends.

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

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.

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 status as an Indigenous person. Please note any required accommodations in your cover letter.

To Apply:

Please send a resume and cover letter to Susan Shank, General Manager SShank@gatewaytheatre.com with the subject line "Fund Development Manager". **Application Deadline: March 31, 2025.** We thank all applicants, but only those considered for an interview will be contacted.