



FUND DEVELOPMENT MANAGER
POSITION ADVERTISEMENT & DESCRIPTION

REPORTS TO: Xara Choral Theatre Board of Directors

WORKS WITH: Communications Manager, General Manager, Artistic Director

TIME COMMITMENT: Part-time, limited-term contract (January 15 - July 15, 2020))

REMUNERATION: \$7200 paid in 6 equal installments of \$1200 on the 15th of each month.

PRIMARY ROLES AND RESPONSIBILITIES

Summary: To devise, implement, and execute a fund development strategy for Xara Choral Theatre to raise \$30,000.00 in sponsorship and private donations for the upcoming tour to New Zealand in July 2020 for the World Symposium on Choral Music. This includes:

Sponsorship & Gifts Cultivation

- Research and prospect new sources of corporate and private funding.
- Create and/or update collateral materials to support sponsorship and gift cultivation.
- Cultivate and maintain relationships with potential corporate partners, private funders, and major individual donors
- Secure cash sponsorship, in-kind sponsorship that offset direct operational costs, private donations, and individual donations

Grant Requests and Administration

- Draft and submit applications for sponsorship and foundation donations in consultation with the Communications Manager and Artistic Director
- Provide timely reporting and follow-up communication with funders and sponsors
- Keep clear and concise documentation to record supporter contact / interaction information
- Attend board meetings when requested by the board and provide a report
- Provide all collected donor / supporter information along with a final report of fundraising to the board two weeks after contract has ended.



Events & Campaigns

- Plan, direct, and implement fund-raising activities and campaigns involving company performers where possible including at least two on-line fundraisers.

ESSENTIAL SKILLS AND KNOWLEDGE

- Previous experience working as a Fundraising Coordinator / or similar capacity and preferably with a non-profit organization
- Strong leadership skills
- Track record of bringing innovative creative thinking and fresh ideas to an organisation and/ or its services
- Knowledge of the fundraising environment and of a range of techniques and disciplines which will support the cost effective generation of funds for Xara Choral Theatre
- Convincing and persuasive written and oral skills
- Highly self-motivated and able to work autonomously, take initiative and make decisions
- Commitment to Xara Choral Theatres core values

HOURS, CONDITIONS, REQUIREMENTS

- 10-15 hours/week on average
- Evening or weekend events and meetings are to be expected
- Work from your own home
- Availability to attend occasional daytime meetings

EQUITY HIRING STATEMENT

Xara Choral Theatre is committed to employment equity. We take active measures to eliminate discrimination and to reverse the historic under-representation of Indigenous peoples, members of racialized minority groups, persons with disabilities, women and persons belonging to sexual orientation and/or gender identity (SOGI) minority groups within our workforce.

If you are interested in this position, please send a letter of intent and resume to manager@xara.ca.