



DEVELOPMENT OFFICER, CORPORATE & FOUNDATIONS

Full time, permanent

ABOUT THE THOUSAND ISLANDS PLAYHOUSE

The Thousand Islands Playhouse (TIP) is one of the top summer theatre companies in the province and the largest theatre company between Ottawa, Montreal, and Toronto. The company produces an 8-show season, a music series, and a travelling youth theatre company.

At TIP, we put *people* at centre stage. We believe that by shining a light on every person and their story, we will build an empathetic community with a broad worldview. We strive to nurture creative collaboration, foster engagement with the arts, and provide a fun and welcoming environment for all who come to visit us, Dockside.

THE POSITION

Reporting to the Managing Artistic Director, the **Development Officer, Corporate and Foundations**, is an integral part of the Playhouse Administrative Team. In this role, the successful candidate will work to identify and secure funding from government and corporate partners to ensure the ongoing sustainability and success of the organization. This includes preparing proposals and applications for support, as well as building relationships with key external stakeholders. The individual is also responsible for preparing stewardship and impact reports, tracking proposals and applications, planning and executing corporate events, and working closely with other members of the Thousand Islands Playhouse administrative and artistic teams.

KEY RESULTS & RESPONSIBILITIES

- Support the Managing Artistic Director in the implementation of the annual Development plan aligned with the organization's strategic priorities and approved budget.
- Research, identify and cultivate a prospect list of corporations and government granting programs to provide support for the Playhouse's artistic work, key funding priorities and core operations.
- In collaboration with the Managing Artistic Director, develop compelling proposals, applications and reports to corporate partners and government granting bodies to meet submission deadlines.
- Steward a pool of current Corporate donors and sponsors to ensure the maintenance of strong relationships including ticket request fulfillment and corporate client events. Ensure that stewardship and reporting requirements are met in order to sustain and deepen partnerships.
- Work cross-functionally with key members of the Playhouse's Marketing, Education, and Artistic departments to develop content for applications and proposals and ensure high-level sponsor and donor engagement.
- Responsible for application deadlines, reporting requirements and use of donor database (Spektrix) to track and record funding prospects and actions.
- Respond to all stakeholder enquiries in a prompt and professional manner.
- Contribute to the overall success of the Thousand Islands Playhouse by accomplishing related results as needed.



KNOWLEDGE & SKILLS

The successful candidate is required to have the following knowledge and skills:

- Strong writing and presentation skills, including translating organizational priorities into inspiring, compelling funding opportunities.
- Demonstrated ability to work independently and collaboratively within a cross-functional team, on projects and team priorities.
- Highly organized, accurate and detail-oriented.
- Strong proficiency with and commitment to customer service.
- Strong analytical, critical thinking and problem-solving skills, and the ability to multi-task with minimal supervision.
- Excellent planning, organizational and time-management skills.
- Proven aptitude in relationship management and donor development.
- Hands on experience in grant writing, budgeting and donor stewardship.
- Superior proficiency in Microsoft Office applications including Power Point, Outlook, and Excel.
- Understanding and familiarization with Canada Revenue Agency policies and procedures governing fundraising.
- Knowledge of not-for-profit fundraising practices and principles.

WORKING CONDITIONS

- Performs most duties in a regular office environment, alongside the Development Officer, Individual Giving.
- Must be available to work regular office hours however, due to the nature of the performing arts environment, some work may occur outside of regular office hours including evenings and weekends.

COMPENSATION

- Annual range of \$45,000 – 50,000 commensurate with experience
- 10 vacation days
- Health benefits

HOW TO APPLY

The Thousand Islands Playhouse is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities. TIP is committed to providing accommodations for persons with disabilities in all parts of the hiring process. TIP invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs.

TIP thanks all candidates for their interest, however we will only contact those selected for interviews.

Please e-mail resume and cover letter detailing how you can contribute to this not-for-profit arts organization by **November 30, 2021**. Please quote “Development Officer” in the subject line when applying by email.

Email: jobs@1000islandsplayhouse.com

Thousand Islands Foundation For The Performing Arts
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