

Arts Commons – Corporate Development Officer

We are seeking an enthusiastic and experienced team player to fill the full-time position of **Corporate Development Officer**. Reporting to the Chief Development Officer, the Corporate Development Officer is a donor-centric fundraiser responsible for advancing the mission of Arts Commons by aggressively engaging in the solicitation and stewardship of corporate sponsors to see that the revenue generation goals are reached.

About Arts Commons:

Arts Commons is a key contributor to the social, economic, cultural and intellectual life and well-being of the citizens of Calgary and are one of Canada's largest and most vibrant arts centres. Located in the heart of Calgary's Cultural District in the downtown core, the centre occupies a full city block and is home to five theatres and the world-class Jack Singer Concert Hall.

Each year, the centre hosts over 1,800 performances and events, including live theatre, concerts, dance productions, readings, public forums, art exhibits, and much more. The resident companies of Arts Commons including Alberta Theatre Projects, Arts Commons Presents, the Calgary Philharmonic Orchestra, Downstage, One Yellow Rabbit, and Theatre Calgary create, perform, and present a wide range of award-winning and highly acclaimed theatre and concerts each season. Arts Commons also houses rehearsal spaces, a costume and set construction shop, administrative offices, meeting rooms, a café, and the centralized Arts Commons Box Office.

Key accountabilities:

1. Solicitation and stewardship of new and prospective corporate sponsors
 - Study the overall mission, purpose and programs of Arts Commons to best develop compelling sponsorship proposals for qualified corporations that meet their business development and/or community investment objectives.
 - Undertakes a program of identification, qualification, cultivation, solicitation and stewardship of prospective corporate sponsors.
 - Plans and carries out cultivation and stewardship activities and events designed to convey the purpose, impact and needs of Arts Commons clearly and effectively.

2. Manage relationships with current sponsors and develop strategies to increase engagement
 - Manages relationships with current corporate sponsors, establishing solicitation strategies to engage and move corporate sponsors up to higher levels of engagement by aligning prospect with specific properties and sponsorship levels to ensure their business development and/or community investment objectives are achieved.
 - Maintain communication with existing and prospective corporate sponsors that encourage engagement and eventually, increased support.
 - Provide Fulfillment Reports to corporate sponsors that highlights the impacts of their financial support.
 - Meet regularly with corporate leaders and corporate sponsorship decision makers through personal visits and events.
 - Strengthen corporate sponsor engagement by working with the Development Associate in the provision of all recognition strategies as detailed in each sponsorship agreement.

- Strengthen corporate sponsor engagement by developing, planning and implementing a calendar of stewardship events and initiatives in conjunction with the Development Associate.
3. Ensure that departmental and organizational goals are achieved through collaboration, consultation and sharing of information
- Works collaboratively with internal stakeholders including: Development, Marketing/Communications and Programming, to create compelling corporate sponsorship proposals.
 - Assist in the development of fulfillment reports for corporate sponsors.
 - Assist in maintaining accurate records (database and file) of all corporate sponsors and corporate prospects.
 - Contributes to the development of a team-oriented work environment, which values staff input and builds on trust, consultation and shared information.
 - Acts at all times in the best interests of Arts Commons.
 - Adheres to the *Donor Bill of Rights* and the Association of Fundraising Professionals' *Code of Ethical Principles and Standards of Professional Practice*.

Development Office Overview:

The role of the Development Office is to work in partnership with our internal colleagues to build sincere and enduring relationships with external constituents from the public and private sectors to secure financial investment in support of operating and capital priorities of Arts Commons. The Development Office achieves its principal accountability for Arts Commons by securing grants from government funding agencies and foundations, sponsorships from corporations, philanthropic gifts from individuals and corporations, and the management of special events.

Requirements:

Applicants should have a **3-5** years' experience in a non-profit organization successfully undertaking a program of identification, qualification, cultivation, solicitation and stewardship of prospective corporate sponsors. Applicants should also have strong knowledge of principles and techniques relevant to fundraising, and successful record of stewarding relationships with corporate sponsors, as well as knowledge of Canada Customs and Revenue Agency regulations governing non-profit organizations. Other desired skills and qualifications include:

- Ability to understand the needs and interests of corporate sponsors in order to develop relationships between them and Arts Commons.
- Demonstrate strong organizational skills necessary to prioritize and accomplish concurrent assignments.
- Strong work ethic and positive team attitude.
- Have excellent written, verbal and presentation skills.
- Sound decision-making skills, tactful, good listener, willingness to search out answers, ability to recognize when others need to be involved in activities or decisions.
- Creativity, curiosity, sense of humour, high energy level, and an enthusiasm for meeting and working with a wide range of constituents.
- Experience with software packages such as Excel, Access, PowerPoint and Word, in addition to Tessitura, or other donor management system(s).
- A passion for the arts!

This position has a 40-hour work-week, with occasional evening and weekend work as required for shows. A competitive compensation package, including extended health benefits, is offered.

To apply, please forward your resume in confidence to:

Human Resources

Arts Commons

205 - 8th Ave SE Calgary, Alberta T2G 0K9

Email: employment@artscommons.ca

Please state the position you are applying for. No phone calls please. We thank all interested applicants in advance, but will only be contacting those selected for an interview.

