

# Board Director – Fundraising



15-25 hours / monthly  
November 1, 2021 - September 30, 2023

## **BACKGROUND**

ChatterBox Theatre Society has been dedicated to delivering a meaningful theatrical experience to young audiences through interaction and humour. We aim to teach children positive values and offer them support in all stages of their development. In addition, we strive to build a stronger community by encouraging public engagement and dialogue, while nurturing and promoting our local artists.

## **WHAT DO WE DO?**

ChatterBox Theatre provides positive and interactive theatrical experiences for children in the community. Our purpose is not only to create unique and enjoyable productions, but also teach children concepts of feelings and how they influence the world around them.

Apart from the education and entertainment of our unique plays, we also offer support for the local artistic community by creating development opportunities for young performers. We also help connect the public with emerging artists, offering space for exhibitions and periodic events.

## **WHY SHOULD YOU VOLUNTEER FOR THIS OPPORTUNITY?**

ChatterBox Theatre Society is a “grass roots” non-profit organization about to embark on a period of significant growth. We need your passion and expertise in shaping that for the future! Our volunteers are very committed and passionate, and help ensure successful outcomes of programs. Upon successful completion of the volunteer role or project, you can use us as a reference for your future roles. Volunteer hours may be used for maintaining your professional designation and/or program studies.

## **PURPOSE OF THE POSITION**

The Board Director – Fundraising reports to the Board Chair and provides leadership to the Board in the areas of fundraising strategy and budgets to achieve annual fundraising goals. This role is responsible for providing expertise in fund campaigns, grant writing, subsidies, and sponsorships. They will establish the Fundraising Committee and its members, and work closely with the Fundraising Manager to guide and coach the team on meeting its fundraising goals.

## **DUTIES AND RESPONSIBILITIES**

- Attend and prepare for Board meetings to discuss key issues, and provide strategic guidance and governance on fundraising topics to the Board of Directors.
- Provide coaching to the Fundraising Manager in developing and implementing the annual fundraising strategy to pursue funding from both prospective and established donors, sponsors, and agencies.
- Partner with the Fundraising Manager to prepare the annual fundraising budgets for approval.
- Approve annual budgets and audit reports, as set out for the organization, and monitor the finances to ensure it supports this budget.
- Engage in discussions on the performance and financial governance of fundraising initiatives.
- Approve policy, contracts and other recommendations received from the Board of Directors.
- Strive to meet all legal and fiduciary responsibilities.
- Develop and approve the Terms of Reference (TOR) of the Fundraising Committee, populate the committee, and ensure members fully understand the TOR.
- Coach the Fundraising Committee and its members to carry out specific initiatives set out by the Board of Directors.
- Contribute to the development of the organization’s reputation as a leading theatrical experience provider for children and the local artistic community in Calgary and area.
- Participate in fundraising or special events hosted by the organization or by others in the community in support of the organization.

## **SKILLS AND KNOWLEDGE**

- Demonstrated leadership skills leading and coaching teams to successful outcomes, with specific experience in terms of fundraising, grant writing, or related development experience.
- Excellent networking and communication skills to establish private and professional networks that recognize the benefits of investing in the organization.
- Ability and confidence in telling a compelling story about the organization.
- Self-starter, who is motivated by achieving goals and tasks.

- Strong work ethic and passionate commitment to advancing the mission of the organization.
- Ability to think strategically and govern accordingly.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission.
- Friendly, professional demeanor and considered approachable by others they interact with.
- Ability to effectively communicate ideas, concepts, and opinions, while respecting others when they do the same.
- Strong organizational and process-driven skills, with an excellent follow-through.
- Strong project management skills with the ability to manage multiple projects concurrently.

#### **QUALIFICATIONS**

- 5 – 10 years' experience in the area of fundraising, grant writing, and/or government or corporate subsidies.
- Demonstrated work or volunteer experience in securing funding from private, foundation, and/or corporate donors.
- Experience supporting fundraising campaigns and projects within Canada.
- Experience working with non-profit organizations and/or similar role.
- Previous Board experience is an asset.
- Willingness to contribute financially to the organization through donations and comfortable asking others to do the same.
- Passionate interest in theatre and education of the fine arts in the Calgary community.
- Bringing a network of potential collaborators an asset.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).

#### **ADDITIONAL DETAILS & SKILLS REQUIRED:**

We encourage interested and qualified candidates to apply to this volunteer position as the Board Director - Fundraising. Please send a brief email explaining why this is an opportunity you are passionate about, as well as your resume and brief biography to [contact@chatterboxtheatresociety.com](mailto:contact@chatterboxtheatresociety.com). To learn more about ChatterBox Theatre Society, or to donate to our cause, please visit our website at [www.chatterboxtheatresociety.com](http://www.chatterboxtheatresociety.com).