

# Fundraising Coordinator



5-10 hours / monthly

October 1, 2021 - September 30, 2022

## **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 Fundraising Coordinator will identify new financial sources from private, foundation, and corporate donors, as well as government grants. This position will be responsible for fundraising planning, creating special events for donors, and running other fundraising projects to ensure the organization meets its annual fundraising goals.

## **DUTIES AND RESPONSIBILITIES**

- Understand the annual fundraising strategy to pursue funding from both prospective and established donors, sponsors, and agencies that are aligned with the organization's mission.
- Assist in the achievement of fundraising goals by reaching donation and sponsorship targets.
- Identify and complete in-depth research on potential donors, sponsors, and agencies, and organize initiatives to solicit funding.
- Partner with the fundraising team and committee to brainstorm, develop and implement creative strategies to attract sponsorship, using traditional and non-traditional methods.
- Source information, statistics, and trends to aid in fundraising efforts.
- Assist in the planning and coordinating of special events to secure funds and donations.
- Partner with the Outreach Coordinator to collaborate with other organizations and groups within the community to build partnerships and enhance fundraising and sponsorship activities.
- Partner with the Social Media Coordinator to use social media and other technology platforms to maximize fundraising donations and activities.
- Maintain complete records of the organization's donors, sponsors, and agency contacts.

## **SKILLS AND KNOWLEDGE**

- Strong networking and communication skills to establish private and professional networks that recognize the advantages of investing in the organization and its mission.
- Ability and confidence in telling a compelling story about the organization that others believe in.
- Self-starter, who is motivated by achieving fundraising goals for the organization.
- Strong work ethic and passionate commitment to advancing the mission of the organization.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission of the organization.
- Friendly, professional demeanor and considered approachable by others they interact with.
- Strong organizational and process-driven skills, with an excellent follow-through on actions.

## **QUALIFICATIONS**

- 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 experience in a similar role.
- Passionate interest in theatre and education of the fine arts in the Calgary community.
- Bringing a network of potential collaborators considered 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).
- Class 5 driver's license considered an asset.

## **ADDITIONAL DETAILS & SKILLS REQUIRED**

We encourage interested and qualified candidates to apply to this volunteer position as a Fundraising Coordinator. 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).