

# Fundraising Manager



10-20 hours / monthly

October 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 Fundraising Manager will partner collaboratively with the President & CEO and the Board of Directors to establish the annual fundraising strategy and budget to achieve annual fundraising goals. This position will champion the fundraising strategy, create special events for donors, and lead team members to run fundraising projects to ensure the organization meets its annual fundraising goals.

## **DUTIES AND RESPONSIBILITIES**

- Develop and implement the annual fundraising strategy to pursue funding from both prospective and established donors, sponsors, and agencies that are aligned with the organization’s mission.
- Partner with the President & CEO and the Board of Directors to prepare the annual income and expenditure fundraising budgets for approval.
- Report on the performance and budget of fundraising activities.
- Lead members of the fundraising team and committee to brainstorm, develop and implement creative strategies to attract sponsorship.
- Engage the fundraising team and committee to stay apprised of current market trends, in addition to sourcing information, statistics, and trends to aid in fundraising.
- Build and project manage plans for major fundraising programs or campaigns.
- Research potential campaign donors to gain insights into their needs and donation habits to understand how to appropriately relay a compelling story to them on behalf of the organization.
- Research and pursue major fundraising opportunities with an emphasis on government, foundation, and/or corporate giving.
- Develop and nurture relationships with new and existing major donors that support the cause.
- Review letters of intent and grant proposals produced by Grant Writers to major donors.
- Enable the fundraising strategy with the Social Media Coordinator by using social media and other technology platforms to maximize fundraising donations and activities.
- Manage volunteers for the fundraising projects, with support from the Volunteer Coordinator.
- Ensure Fundraising volunteers possess the appropriate skills and competencies to meet fundraising objectives, and help train them.

## **SKILLS AND KNOWLEDGE**

- Demonstrated leadership skills with leading and coaching teams to successful outcomes, with a strong preference to fundraising, grant writing, or related development experience.
- Strong networking and communication skills to establish private and professional networks that recognize the advantages to 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 the organization's fundraising goals.
- Strong work ethic and passionate commitment to advancing the mission.
- 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.
- Strong organizational and process-driven skills, with excellent follow-through.
- Strong project management skills with the ability to manage multiple projects concurrently.

#### **QUALIFICATIONS**

- 3-5 years demonstrated work or volunteer experience in securing funding from private, foundation, and/or corporate donors.
- Experience running fundraising campaigns and projects within Canada.
- Experience working with non-profit organizations and/or experience in a similar role.
- Bringing a network of potential collaborators considered an asset.
- Passionate interest in theatre and education of the fine arts in the Calgary community.
- Legally entitled to volunteer in Canada, with the ability to meet any 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 the Fundraising Manager. 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).