

## Manager, Leadership Giving

**Summary of Position:** The Manager, Leadership Giving will lead the identification, cultivation, solicitation, and stewardship of annual donors giving \$2,500 to \$100,000. In addition, the position will lead and fulfill all elements of the grant cycle for Government, Foundation, and Corporate grants.

### Duties and responsibilities

- Develop new strategies to build and maintain a competitive position for securing gifts and maximizing giving opportunities to enable the achievement of not only the Manager, Leadership Giving's financial and broader Development operation goals, but also the overarching objectives of Theatre Calgary.
- Responsible for meeting ambitious financial goals, set on an annual basis.
- Conduct major gift calls and visits to individuals and foundations both independently and with staff, and volunteers.
- Oversee and manage the day to day operations of a diverse donor and prospect portfolio of significant individual and foundation donors and sustain a program of donor stewardship activities.
- Conduct prospect research to identify new potential donors such as individuals, foundations, and organizations.
- Identify and incorporate new and leading edge fundraising vehicles and methodologies throughout the development cycle from potential donor identification through to stewardship.
- Use judgement, tact, and sensitivity to secure funds for a variety of Theatre Calgary priorities and to move donors through the donor cycle from discovery through to stewardship.
- Engage in the regular evaluation of efficiency and results of the plan, seek input from colleagues and share information of relevance to other fund-raising portfolios and activities.
- Negotiate with donors and the appropriate Theatre Calgary parties when drafting gift agreements and terms of reference.
- Analyze and evaluate publicly published individual and organization information for the purpose of determining capacity for donating.
- Apply business acumen to enable the development of tailored gift illustrations and proposals.
- Write a variety of documents such as proposals, grant applications and reports, correspondence, contact reports, and briefing notes.
- Prepare and deliver presentations for both internal colleagues and external parties on a variety of subjects related to development and fundraising.
- Update, verify, and maintain all relevant information related to fund-raising activity both in hard copy and electronic formats and ensure that all information complies with Theatre Calgary and provincial and federal policies and legislation.

### Experience and Qualifications

- 5+ years of relevant experience
- Excellent written and verbal communication skills
- Experience in strategy development and implementation
- Proficiency with Microsoft Office suite, including Word, Excel, and PowerPoint
- Knowledge of Tessitura or comparable CRM software strongly preferred
- Experience managing volunteers is required

### Working conditions

This position is a full-time salaried position that requires weekend and evening work depending on performances. As this position deals directly with Theatre Calgary patrons and corporate clients it may on occasion require professional interaction to foster ongoing positive relationships.

### Physical requirements

This job requires periods of standing and occasional lifting of up to 20 lbs.

### Salary and Benefits

Annual Salary Range: \$72,500 - \$80,000

After initial probationary period employee will be eligible to join our group RRSP plan with employer matching and comprehensive healthcare program.

### About Theatre Calgary

Theatre Calgary's vision is to stand amongst the best theatres globally as a leader in innovative, impactful and diverse programming. Our mission is to stimulate, provoke and delight through ambitious programming created to ignite local, national and international engagement in a sustainable manner. Theatre Calgary reflects the communities, the country, and the world we live in with ambitious programming, passionate community engagement and extraordinary productions. For more than 50 years, we have focused our energy on providing our community with the highest level of classic and contemporary plays, featuring the best artists from Calgary and across the country.

Theatre Calgary encourages applications from our diverse community. Theatre Calgary is committed to equity, diversity, and inclusion. We recognize that increasing the diversity of our staff, on all levels, is integral to accomplishing this objective. We are creating policies, practices, and programs that work toward the goal of dismantling systemic racism. We welcome all applications from women and gender nonconforming people, people of color, indigenous peoples, people with disabilities, people of all sexual orientations, and all others who may contribute to the further diversification of Theatre Calgary.

**In the spirit of reconciliation, Theatre Calgary acknowledges that we live, work and create on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta. They were the original occupants of this land and continue to be here to this day. Theatre Calgary is grateful to have the opportunity to present in this territory.**

Please submit applications to: [Careers@theatrecalgary.com](mailto:Careers@theatrecalgary.com)

We thank all those expressing interest in the role but only those selected for interview will be contacted.

Closing Date for Applications: August 12 - Applications will be reviewed on an ongoing basis.