

## **Development Officer, Foundations and Corporate Partnerships**

### THE ORGANIZATION

About Soulpepper Theatre Company:

At Soulpepper, we believe our stories connect us. Based in Toronto, a meeting place of dazzling cross-section of humanity, we are guided by the plurality and vitality of this city. Our programming spans genres, from reinterpreting the classical repertoire to celebrating music and introducing new works by emerging voices. We are redefining what it means to be a theatre company by throwing open our doors to welcome everyone to access the transformative power of theatre. In becoming a buzzing hub of activity where all are invited and everyone feels a deep sense of belonging, we will take our artistic craftsmanship to new heights and help Toronto become a healthier, more socially connected city. Through the art on our stages, the amplifying effect of rich partnerships and innovative engagement programs, we are at once fulfilling our social purpose and building a sustainable future for Soulpepper and the communities we serve.

**Soulpepper and Young Centre are committed to pursuing Radical Inclusion. Applicants of all experience levels are welcome to apply. We encourage applications from Indigenous, Black, Persons of Colour, 2SLGBTQIA+ and Disabled persons.**

### THE POSITION

Reporting to the Director of Development, the Development Officer, Corporate and Foundations, is an integral part of the Development team, advancing the development goals of Soulpepper and its Joint Venture, the Young Centre for the Performing Arts. In this role, the successful candidate will work closely with the Director of Development to identify and secure funding from government, public and private foundations, and corporate partners to ensure the ongoing sustainability and success of the organization. This includes preparing proposals and applications for support, as well as building relationships with key external stakeholders. The individual is also responsible for preparing stewardship and impact reports, tracking proposals and applications, and works closely with other members of the Soulpepper's artistic, education and programming teams.

### KEY RESULTS & RESPONSIBILITIES

- Research, identify and cultivate a pipeline of corporations, charitable foundations and government granting programs to provide support for Soulpepper's artistic work, key funding priorities and core operations.
- In collaboration with the Director of Development, develop compelling proposals, applications and reports to corporate partners, charitable foundations and government granting bodies to meet submission deadlines.
- Steward Corporate and Foundation donors and sponsors to ensure the maintenance of strong relationships including ticket request fulfillment and corporate entertaining events. Ensure that stewardship and reporting requirements are met to sustain and deepen partnerships.
- Work cross-functionally with key members of Soulpepper's Marketing, Education and Producing departments to develop content for applications and proposals and ensure high-level sponsor and donor engagement.

- Research and contribute to building Soulpepper's stewardship programs, including defining corporate and sponsor benefits.
- Responsible for portfolios' organizational and administrative duties including application deadlines, reporting requirements and use of donor database (Tessitura) to track and record funding prospects and actions.
- Respond to all stakeholder enquiries in a prompt and professional manner.
- Contribute to the overall success of Soulpepper by accomplishing related results as needed.

## KNOWLEDGE & SKILLS

The successful candidate is required to have the following knowledge and skills:

- Strong writing and presentation skills, including translating organizational priorities into inspiring, compelling funding opportunities.
- Hands on experience in grant writing, budgeting and donor stewardship
- Demonstrated ability to work independently and collaboratively within a cross-functional team, on projects and team priorities.
- Highly organized, accurate and detail-oriented
- Strong analytical, critical thinking and problem-solving skills, and the ability to multi-task with minimal supervision
- Excellent planning, organizational and time-management skills
- Strong understanding and familiarization with fundraising management software, ideally Tessitura Understanding and familiarization with Canada Revenue Agency policies and procedures governing fundraising
- Knowledge of not-for-profit fundraising practices and principles
- Understanding of the Toronto philanthropic and sponsorship community

## WORKING CONDITIONS

- Performs most duties in a regular office environment, and hybrid work from home in accordance with company policies
- Must be available to work regular office hours however, due to the nature of the performing arts environment, some work may occur outside of regular office hours including evenings and weekends.

## COMPENSATION

- Annual range of \$60-70K commensurate with experience
- Health and dental benefits

## HOW TO APPLY

Soulpepper is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities. Soulpepper is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Soulpepper invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs.

Soulpepper thanks all candidates for their interest however, will only contact those selected for interviews.

Please e-mail resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization by November 24, 2024

Please quote Development Officer, Corporate and Foundations on the subject line when applying by email. Email: [Development@Soulpepper.ca](mailto:Development@Soulpepper.ca)