



## **Development Officer – Permanent Full-Time**

### **Summary Statement**

The Development Officer will increase revenue with new and existing donors and corporate partners, by building and maintaining positive, productive relationships and inspiring our supporters. They will develop, implement, and execute fundraising strategies by identifying, qualifying, cultivating, soliciting, and stewarding our supporters.

The Development Officer will be expected to energize team members, persuade prospects, and persevere to ensure The Port Theatre and their supporters achieve their philanthropic and sponsorship goals.

### **Responsibilities**

#### *Individual Giving*

- Research, develop, and implement appeals to maximize annual revenue, solicit renewals, and cultivate prospective donors on Vancouver Island; track, and analyze appeal results; create reports and implement improvements.
- Identify target markets for direct mail; work with the Ticket Centre Manager and Senior Ticket Clerk to extract data for direct mail lists.
- Identify prospective planned giving donors; create and deliver targeted appeals and cultivation strategies for prospective planned giving donors.
- Create and manage relationships with donors to identify, qualify, cultivate, solicit, and steward them.
- Support the Executive Director and Board of Directors with major giving donors, naming rights, and participate in the development and execution of giving strategies, including the creation and management of cultivation and stewardship plans.
- Work with the Marketing and Outreach Coordinator to create and maintain fundraising materials, including proposals, fulfillment reports, annual appeal, and campaign collateral, display and communication materials.
- Track all interactions with individual giving contacts in the Theatre Manager database; create, review, and maintain cultivation plans. Maintain accurate records of meetings and conversations.

### *Sponsorship*

- Prepare proposals, applications, and submissions to current and prospective corporate sponsors.
- Define benefits offered to sponsors, per individual requirements, requests, and sponsorship needs.
- Research current and prospective corporate philanthropic donors, corporate sponsors, and foundational donors.
- Working with Marketing and the Ticket Centre to create and maintain sponsorship and recognition materials, including proposals.

### *Stewardship*

- Collaborating with colleagues at The Port Theatre, implement stewardship and fulfillment plans to strengthen long-term relationships with major donors, funders, and sponsors, and ensure supporters have an exceptional experience.
- Find new opportunities to steward, thank and recognize donors and sponsors.
- Communicate with donors and sponsors about the impact of their gifts on The Port Theatre by preparing reports, letters, and newsletters.
- Ensure donor and sponsor signage for physical spaces is accurate and efficiently installed, maintained, and tracked.
- Ensure sponsor benefit requirements are fulfilled; ensure ads appear in The Port Theatre print material as required, notices are received for ticket discounts, invitations are sent for donor events, coordinate tickets, and fulfillment is achieved with reports sent to sponsors.
- Maintain The Port Theatre gift acceptance policy; recommend plans and policies on naming recognition commitments of The Port Theatre.

### *Additional Responsibilities*

- Research, develop and initiate new opportunities to increase revenue at The Port Theatre, including events.
- Estimate and submit revenue expectations to the Executive Director for annual budgeting purposes.
- Identify fundraising and sponsorship trends and update colleagues on the goals and priorities of current and potential funders.
- Assist the Executive Director and Finance Officer with funding applications and reports.
- Ensure the efficient and effective use of fundraising software and data collection.
- Other duties or projects as assigned.

## **Qualifications and Experience**

- An exceptional ability to build and maintain relationships with individuals and organizations.
- Excellent communication and presentation skills.
- Impeccable attention to detail.
- An ability to maintain confidentiality and demonstrate the highest level of professional conduct and discretion.
- Solid research, writing and editing skills as well as excellent analytical, strategic, and problem-solving skills.
- Knowledge of established and ethical fundraising practices and processes; minimum 3 years' experience working as a fundraiser.
- Willingness to learn and an ability to adapt to changing circumstances.
- Post-secondary degree or an equivalent combination of education and work-related experience.
- Experience and/or interest in the arts and cultural sector an asset.
- Experience using a donor database management system (i.e., Raisers Edge, Theatre Manager, or Tessitura) preferred.

## **Additional Information**

This position works in an office environment utilizing standard office equipment, and requires regular and ongoing face to face, phone, email, and written communication with internal and external stakeholders. Work outside of regular office hours (and travel outside of Nanaimo may be required).

## **Salary**

Up to \$65,000 per annum, depending on experience and skills

Start date: As early as February 27, 2023, but no later than June 2, 2023.

Employment Type: Full-time 35 hours per week Monday-Friday 9:00 AM-5:00 PM, some evenings/weekends required, with a benefits package after completion of 3 months probationary period.