

Job Title: Development Manager

Organization: Toronto Fringe

Reports to: Managing Director & Executive Director

Direct Reports: Development & Communications Assistant

Department: Development

Hours: Full Time/ 9.30 – 5.30pm Monday - Friday

Salary: \$40,000

Application Deadline: November 7th, 2018

Interview Dates: Week of November 12th

Start Date: ASAP

Organization Description: Toronto Fringe is a grassroots, charitable organization that runs the [Toronto Fringe Festival](#) each July, the [Next Stage Theatre Festival](#) each January, and various year-round programs that benefit youth, artists, and the theatre community at large. We are a creative match-maker, connecting artists with audiences, and empowering everyone to unleash their inner artist. We create opportunities for both emerging and established artists to produce their work with artistic freedom, while engaging members of the community by making productions as affordable and accessible as possible.

The Toronto Fringe is an organization that is inclusive and accessible and all of our programming reflects this principle. We ensure that we produce well-marketed, well-organized and fiscally stable events through which artists may develop and produce new work. In our festivals, participants have a reasonable opportunity to earn back their investment and compensate themselves for their work. The Fringe also provides audiences with the opportunity to experience a wide variety of quality theatre at an affordable price. We are proud members of the Canadian Association of Fringe Festivals (CAFF) and World Fringe. [More information here.](#)

Organization Mission: The Toronto Fringe is a platform for everyone to access, discover, and experiment with the arts. By valuing creative experiences, we contribute to a healthy arts economy and, ultimately, a thriving society.

Organization Values:

ACCESS - in every sense of the word

ACCOUNTABILITY - we work with integrity and respect

CREATIVITY - freedom of expression permeates everything we do

EXPLORATION - we let curiosity be our guide

SUPPORT – empowering you to take a chance

JOB DESCRIPTION

The Development Manager manages the planning and implementation of annual & long-term revenue development and fundraising strategies. Reporting to the Executive Director, and working with the Managing Director and the Communications Manager, the Development Manager is responsible for:

- Grant Writing: applications to all three levels of government (both multi-year operating and project based grant programs)
- Corporate Sponsorship Sales:
- Sponsorship Agreement Fulfilment: including on-site brand activation and hosting
- Individual Giving: servicing our annual donor program, soliciting annual donations and prospecting new donors
- Fundraising Campaign Management: planning and executing both annual and special campaigns, including direct mail, digital and social media initiatives

- Donor & Sponsor Retention: cultivate and strengthen existing relationships with individual and corporate supporters

Additional Accountabilities include:

- Database Management
- Fundraising Event Management
- Daily Administration Tasks (i.e. charitable donation receipts)
- General Festival Administration Tasks as needed

Requirements:

- 2+ years experience in a similar role
- Knowledge of the Fringe movement and its role in the arts ecology
- Excellent written and spoken communication skills
- The ability to motivate others and develop partnerships
- Organization skills with a keen attention to detail
- The ability to work under pressure and meet tight deadlines
- Budget management including strategizing to meet ambitious revenue targets

Nice to Haves:

- Sales experience
- Design skills: ability to create fundraising and sponsorship materials
- Festival administration experience
- Experience working with boards and volunteer committees

How to Apply: Please outline your interest and qualifications in a cover letter and resume, and email as one PDF document to employment@fringetoronto.com.