

EMPLOYMENT OPPORTUNITY

Development Coordinator – Donor Research & Stewardship

Young People's Theatre (YPT), which celebrated its 50th Anniversary Season in 2015/16, is Canada's largest theatre for young audiences. It currently produces and presents an 8-play season with an audience of approximately 70,000. Housed in a renovated, historical venue in downtown Toronto, YPT works on a 458-seat Mainstage and a 115-seat Studio stage as well as operating a year-round Drama School. Its operating budget is approximately \$5 million. The family-friendly employee culture at YPT (given that hours are primarily daytime) encourages ingenuity, team-work, and an atmosphere of learning. YPT's artistic policy focuses on arts and education – in fact, learning is at the centre of everything we do. YPT is currently searching for a candidate to fill the position of **Development Coordinator – Donor Research & Stewardship**.

Reporting to the Director of Development, the Development Coordinator is responsible for donor prospect research, profile writing and updating; maintaining data on donors and prospects, data management and donations processing, and ensuring all donor stewardship and recognition is executed on an annual basis.

Key Responsibilities:

- Identify prospective donors by mining the database, and prepare donor research profiles as assigned for cultivation by Development and Campaign solicitors
- Research, assemble and maintain lists of major gift prospects
- Prepare lists and reports for monthly review with the Director of Development and Accounting Department
- Ensure all Development leads and actions are updated in the database
- Process donations and issue tax receipts and required documents in a timely manner
- Liaise with Marketing and Box office staff for donor ticketing, donor recognition on brochures, website, etc.
- Coordinate departmental mailings
- Ensure all donor benefits and recognition are fulfilled
- Other duties as assigned by the Director of Development and Senior Development Officer

Required Skills:

- University degree/Fundraising Certificate or equivalent work experience in a not-for-profit organization
- Effective written and verbal communication skills
- Organized and meticulous attention to detail
- Ability to work proactively in a team environment and manage competing priorities
- Proficiency in Microsoft Office and familiarity with fundraising databases. Knowledge of Theatre Manager is an asset.
- Excellent people skills with the ability to interact well with donors, volunteers, staff and the general public in an efficient, tactful and friendly manner
- Maintain the highest ethical standards in keeping with generally accepted professional practices
- A knowledge and passion for the arts as well as for fundraising
- Ability to work occasional evenings and weekends
- Conduct self in a manner consistent with the culture, mission and values of Young People's Theatre

In accordance with YPT's policy of screening all adults involved in working with children, the applicant will be required to provide a résumé and cover letter, be interviewed by at least two people, complete a reference check and, if offered employment, obtain a Vulnerable Sector Screening Check. Offers of employment are conditional upon providing a satisfactory Vulnerable Sector Screening Check and agreeing to abide by YPT'S Child Safety Policy and Code of Conduct.

Young People's Theatre is proud to be an equal-opportunity employer and strongly supports and values diversity in the workplace. Applications from all qualified candidates are welcome and individuals from equity-seeking groups are encouraged to apply. **Interested parties should apply with cover letter and résumé, detailing all relevant experience to:**

Development Search
Young People's Theatre
165 Front Street East
Toronto, ON M5A 3Z4
or search@youngpeoplestheatre.ca

Application Deadline is 5 pm on September 16, 2016

Interviews with qualified candidates may begin prior to the deadline.

While we thank everyone who applies, only those selected for an interview will be contacted.

