

EMPLOYMENT OPPORTUNITY

Development Associate, Individual Giving

Young People's Theatre (YPT), now in its 46th season, is Canada's largest theatre for young audiences and currently produces and presents an 8-play season with an audience of up to 80,000+. Housed at a renovated, historical venue in Toronto, YPT works on a 468-seat Mainstage and a 115-seat Studio stage. Its operating budget is approximately \$3.5 million. The work culture at YPT 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.

Reporting to the Director of Development, the Development Associate, Individual Giving, will play an integral role within the three-person Development Department, raising \$125,000 annually for the Theatre. Over the next three years, YPT will work towards raising \$1.5 million annually for the theatre, creating financial stability to embark on a major capital campaign.

1. **Community philanthropy.** Develop, plan and implement YPT's Community Philanthropy portfolio which includes, direct response, face-to-face and third party event fundraising.
2. **Budgeting and project management.** Create and adhere to project budgets and timelines. Track and collect funds raised. Monitor progress and adjust plans as appropriate. Work with the Director of Development to create revenue projections. Conduct post-campaign follow up and action steps.
3. **Donor relations/stewardship.** Develop, plan and implement a cultivation and stewardship program for individual donors.
4. **Committee relations.** Manage and support the Family Gala committee as well as the Community Philanthropy committee by developing goals and objectives, facilitating meetings and responding to all queries in a timely manner.
5. **Event fundraising management.** Plan and implement YPT's Family Gala, *Hullabaloo* including executing all major event logistics. Solicit event donations, sponsorships and gifts-in-kind.
6. **Research.** Perform prospect research to grow YPT's donor prospect pipeline.
7. **Data maintenance/integrity.** Maintain both electronic and hard-copy donor files, update database as appropriate and produce tax receipts in a timely manner.
8. **Other responsibilities**
 - Production of monthly revenue reports
 - Ongoing contribution to the strategic long-term vision of YPT through suggestions for innovation and efficiencies in fundraising programming.
 - Continuous critical evaluation of current programs.
 - Investigate new fundraising ideas and concepts.
 - Contribute to YPT communications materials as needed.
 - Other duties as assigned by the Director of Development.

REQUIRED SKILLS:

- Exemplary communication skills, both verbal and written
- Ability to pay strong attention to detail
- Computer literacy (e.g. database, word-processing, spreadsheet and internet applications)
- A knowledge and passion for the arts as well as fundraising.

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 applicants are asked to send a cover letter with salary expectations and resume by Friday, December 9, 2011 to Richard Lefebvre, Director of Development at rlfebvre@youngpeoplestheatre.ca. We thank all candidates in advance; however we will contact only those selected for an interview.