

Canada's Theatre Museum
Development Manager
EMPLOYMENT OPPORTUNITY

OVERVIEW

Canada's Theatre Museum invites the world to explore and be inspired by the past, present and future of Canadian theatre. The museum's work can be found online, and at its new home on the Terrace Level Lobby of the Elgin & Winter Garden Theatres. The recent growth of the museum has been fueled by philanthropic Canadians who believe that our country has a performing arts heritage to preserve and celebrate.

The museum is underway with a multi-year campaign to raise \$2Million for renovations, initial exhibitions, programming, and museum startup costs, and \$3Million to build its long-term Sustaining or Endowment Funds.

In this new role, you will be the museum's first full-time fundraising professional. You will steward, identify, cultivate, and solicit individuals, foundations, and corporations to make the museum's current and future work possible.

We are a small team that works hybrid, blending remote work with 2 to 5 days each week at The Elgin & Winter Garden Theatres. Depending on the museum's activities and programming, there will also be weekend and evening working hours.

For more information:

TheatreMuseum.ca

JOB DESCRIPTION

The **Development Manager** will be responsible for both direct solicitation, stewardship, and cultivation, as well as supporting the Executive Director and Board as they solicit, steward and cultivate annual and major donors. The role will have direct responsibility for a donor portfolio that includes foundation, corporate and individual prospects, and donors.

Reporting to the Executive Director, the Development Manager will be responsible for private sector grant writing, donor stewardship, donor reporting and record keeping, administrative support for solicitations, planning and implementing donor stewardship events, planning and implementing donor communications, and other tasks as needed to effectively support the growth of Canada's Theatre Museum.

The successful candidate will be an engaging and creative development professional who is a team player with a demonstrated track record of success in raising funds across a spectrum of donors. You will creatively contribute to the expansion of the museum's fundraising efforts.

KEY RESPONSIBILITIES

- Personally develop and solicit a portfolio of individual, foundation, and corporate donors
- Work with the Board and Executive Leadership to identify, cultivate, solicit and steward new and existing supporters of the museum and its mission
- Lead and execute high quality gift processing, timely gift acknowledgements, and maintain accurate donor data by completing routine updates to CRM records (we currently use SUMAC)
- Work with staff and Board to plan and execute events that support development goals
- Create and maintain a calendar of donor stewardship activities and strategies
- Manage consistent and accurate recognition across the museum's communications
- Write and prepare quality donor communications including proposals, pitch decks for donor meetings, correspondence, and donor reports
- Research and identify prospective individual, foundation, and corporate supporters
- Design and implement museum membership programs
- Plan and execute direct mail and email campaigns
- Manage and present data that measures progress and supports decision making
- Ensure that all communications materials reflect the diversity of Canada and its artists and audiences, and meet standards of accessibility and inclusive language practices
- Commit to best practices in charitable sector private sector development

QUALIFICATIONS

- Minimum 3 years of progressive, professional experience in a charitable development or fundraising role
- Demonstrated success in managing proposal development and submission, grant reporting and correspondence, and donor database management
- Experience in developing and implementing donor stewardship activities
- Demonstrated project management skills, and attention to detail
- Ability to be self-directed, and to own role responsibilities
- Ability to work in cross-functional teams and drive collaborative work
- Excellent writing and interpersonal skills

APPLICATION PROCESS

We are keen to build a small team that supports our mission. Please consider applying even if you don't seem to meet each of these criteria.

Canada's Theatre Museum is committed to ensuring that the hiring process is inclusive and reflects diversity in all its forms. We are strongly committed to removing barriers in hiring and in the selection processes for historically marginalized people, including those belonging to the diverse Indigenous communities, Black communities, and other communities of racialized individuals, persons with visible or invisible disabilities, members of the 2SLGBTQ+ community, people with lived or living experience with mental health, women or those belonging to one or more of the many equity-deserving communities.

The museum believes in fostering inclusive environments and will provide accommodations at any stage of the hiring process in alignment with the Accessibility for Ontarians with Disabilities Act (AODA).

If you require accommodations at any stage of the hiring process, please notify Michael Wallace confidentially at 416-413-7847 or mwallace@TheatreMuseum.ca. If you are contacted for an interview, please advise us if you require any accommodation.

Compensation: \$55,000 - \$65,000 (plus 5% in lieu of benefits)

APPLICATION DETAILS

Please submit a PDF with a cover letter and a PDF with your resume to:

[Canada's Theatre Museum Online Job Application Submission for DEVELOPMENT MANAGER](#)

APPLICATION DEADLINE: NOON (EDT) on WEDNESDAY JUNE 25, 2025

We thank all applicants for their interest; however, only those being considered for an interview will be contacted.