Toronto Arts Foundation: Development Manager
Report to: Associate Director

ABOUT

Toronto Arts Foundation is a charitable organization that provides the opportunity for individuals, private and public foundations, corporations, and government agencies to invest in and strengthen the arts in Toronto. Our vision Creative City: Block by Block is to connect every Toronto neighbourhood with the transformative social and economic benefits of the arts.

Toronto Arts Foundation Strategic Plan 2013-2016 sets out three strategies that reflect the vision, purpose and goals of our organization:

1. Connecting communities to the arts by leveraging Toronto Arts Foundation knowledge to direct artistic resources to priority areas of the city. We do this through our initiative Neighbourhood Arts Network (1,400 community-engaged artists) and by incubating two news arts hubs, North York Arts and East End Arts.

2. Turning up the spotlight on investment in the arts by developing Toronto Arts Foundation awards programs to draw attention to artistic excellence and engage private donors in focused financial support of the sector. We do this through our Signature Awards, presented annually at the Mayor's Arts Lunch, and through our Vision Awards presented throughout the year.

3. Giving voice to the arts by strengthening the knowledge base of Toronto Arts Foundation and sharing knowledge with the broader community. We do this with city-wide surveys, multi-year research projects and through our Creative Trust blog.

For more information, please visit www.torontoartsfoundation.org

OVERVIEW

The Development Manager serves as a key team member and an active participant in making development decisions affecting Toronto Arts Foundation. The successful candidate will help forge new relationships to build Toronto Arts Foundation's visibility, impact, and financial resources. The Development Manager will implement a comprehensive plan for cultivating individual and philanthropic support.

The Development Manager will be responsible for revenue development through the solicitation of individual gifts, special events, and foundation support. The Development Manager will work in partnership with the Community Investment Manager on corporate giving and special events.

S/he will expand and diversify Toronto Arts Foundation's donor base and work closely with other team members to secure funding for new initiatives. In addition, the Development Manager will work closely with the board of directors, in particular the Individual Giving Committee, and support board members as they take on a more active fundraising role.

The Development Manager will work as part of a three-person development team and will have no direct reports.

Responsibilities

- Support and partner with the Director and CEO, Associate Director, Community Investment Manager and board members on all major fundraising initiatives
- Execute a strategy for a large sustained base of annual individual donors
- Develop and execute philanthropic proposals; write and archive all proposals with a long-term relationship-management approach
- Develop and maintain ongoing relationships with major donors
- Responsible for data entry into Raiser's Edge and gift processing
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- Write donor newsletter, direct mail letters and featured articles for the website.
- Collaborate with the Community Investment Manager on the development of the annual marketing materials.
- Provide leadership/organize special events and deepen relationships developed through them.
- Oversee research of funding sources and trends
- Monitor and report regularly on the progress of the development program

Qualifications

- 5-plus years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight, but also a team player who will productively engage with others
- Bachelor's degree required
- Enthusiasm for Toronto Arts Foundation's mission is essential
- Ability to contribute to, articulate, and implement annual development plan
- Strong organizational and time management skills with exceptional attention to detail
- Excellent verbal and written communication skills
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative.

To Apply:

Please send a cover letter, c.v. and two references to Jennifer Green at jennifer@torontoarts.org