



## **Director of Development and Engagement**

**Reports to:** Director and CEO

**Compensation:** \$110,000 plus benefits

**Employment Term:** Full-time permanent

**Application Deadline:** October 6, 2023

**Start Date:** November 2023

### **PURPOSE:**

The Director of Development and Engagement upholds the mandate, vision, and values of Toronto Arts Council (TAC) and Toronto Arts Foundation (TAF) and advances strategic goals, objectives, and priorities within their areas of responsibility and under the direction of the Director and CEO. They oversee the fund development, public relations, and engagement aspects of both TAC and TAF including strategy, planning, and reporting; major gifts, grant proposals, and private sector partnerships; public relations, brand management, marketing and communications; events strategy; and awards portfolio. The Director will be responsible for a staff team of nine with seasonal contract staff and three direct reporting relationships.

The Director of Development and Engagement is a key member of the leadership team that:

- Sets strategic goals, objectives, and priorities.
- Ensures accountability for results and outcomes.
- Upholds equity, access, and Indigenous self-determination as core values and goals.
- Advocates for and advances the interests of Toronto's diverse arts communities.
- Builds and maintains an inclusive, respectful and collaborative organizational culture; and
- Represents the organizations to public and private stakeholders, including the general public.

### **RESPONSIBILITIES:**

#### **Strategy, Planning, and Direction**

In close collaboration with the leadership team, develops medium and long-term goals and priorities for TAC and TAF, focusing on building a robust and sustainable funding base, optimizing the value and visibility of events and awards, and effectively communicating the relevance and impact of our work. Ensures that TAC and TAF have comprehensive, clear, and ongoing planning, policies, and processes to effectively direct their areas of responsibility. Oversees the development and revision of policies and processes, as needed, and ensures that they are consistently applied.

#### **Fund Development**

In close collaboration with the Senior Manager, Philanthropy and Sponsorship, oversees the development of a framework and strategy for long-term growth and sustainability of diverse funding sources, opens up new channels of revenue, supports the building and stewarding of donor relationships. Prepares multi-

year plans and oversees their implementation. Participates, as appropriate, in fundraising pitches including major gift solicitation. Oversees the preparation of grant applications, partnership proposals and corresponding reports. Creates a supportive and collaborative environment for all team members contributing to fundraising activity.

### **Marketing and Communications**

Working closely with the Senior Manager, Marketing and Communications, oversees the development of a dynamic and cohesive public relations, marketing and communications plan for both TAF and TAC. Develops the organizations' strategic narrative, introduces new avenues and approaches for marketing and communications activity and ensures strong engagement rates. Maintains knowledge of relevant and timely issues affecting Toronto arts communities and keeps up to date on current events and issues that could affect advocacy and messaging. Creates a supportive and collaborative environment for all team members contributing to communications activity.

### **Events and Awards**

Working closely with the Senior Manager, Events and Awards, oversees the development of a strategic, dynamic and cohesive event and awards plan for both TAF and TAC. Evaluates and enhances the effectiveness and impact of events and awards and develops new approaches as needed to ensure that events and awards meet the ongoing and future needs of the organizations, public and private partners, stakeholders, sponsors and donors, and Toronto arts communities. Creates a supportive and collaborative environment for all team members contributing to event and award activities.

### **Budgeting and Financial Management**

Working closely with the Director of Planning and Operations, ensures proactive and responsible financial management in areas of responsibility, including monitoring revenues and expenditures and preparing accurate and timely financial reports. Analyzes and interprets financial data for the development of long-range plans and resource needs. Leads the preparation of TAF's annual budget and makes multi-year projections in consultation with the Director of Planning and Operations, Director and CEO, and TAF Board of Directors. Ensures ongoing tracking and reconciliation.

### **Human Resources:**

In collaboration with the leadership team and working closely with the Director of Planning and Operations, develops and advances medium and long-term plans for staffing associated with fund development, communications, and public engagement. Manages the recruitment and training of staff under their direction and, if necessary, the termination of their employment. Determines the goals and objectives of the positions under their direction, assigns responsibilities, and conducts annual performance reviews for these positions. Hires and manages external consultants, as needed.

### **Risk and Issues Management**

Works with staff and the leadership team to mitigate risk potential and manage issues as they arise, and to address complaints in a timely and transparent manner.

### **Other**

Additional responsibilities as assigned by Director the CEO.

## **QUALIFICATIONS:**

### **Required**

- Proven track record of 10+ years in progressively senior roles in fund development, public relations, engagement and advancement, preferably in the charitable sector.
- Significant experience and proven track record in relationship building and stewardship with a

wide range of public, private, and corporate partners, sponsors, donors, and stakeholders.

- Demonstrated experience leading and managing inspirational and effective sectoral and public events.
- Proven experience developing and implementing organization-wide strategies, policies and/or programs to meet strategic priorities and outcomes.
- Experience demonstrating impact through various narrative and performance measurement tools and reporting methods.
- Exceptional leadership and team management skills with proven experience in effectively leading and mentoring collaborative, cross-functional teams.
- Demonstrated commitment to the principles of equity and inclusion, and experience promoting and upholding a respectful work environment.
- Demonstrated ability to build strong relationships and work professionally and effectively with internal and external partners and stakeholders at all levels.
- Strong strategic, analytical and critical thinking skills.
- Superior organizational and time management skills to prioritize and oversee multiple initiatives simultaneously.
- Strong written, verbal, and interpersonal communication skills.
- Substantial familiarity with digital platforms, social media, content management systems, and ability to leverage best practices to enhance user and public experiences.

#### **Assets**

- Experience working in the arts and culture sector and knowledge of local arts communities.
- Post-secondary degree in a relevant field.
- Ability to work in French or other languages.

#### **TO APPLY:**

Submit your cover letter and resume to [director@torontoarts.org](mailto:director@torontoarts.org) in a single pdf attachment by **5:00 p.m. ET on Friday, October 6, 2023** and specify *Director of Development and Engagement* in the subject line.

Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, 2SLGBTQIAP. Selection decisions are based solely on job-related factors.

#### **Accessibility**

Toronto Arts Council/Toronto Arts Foundation adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the recruitment process and may include:

- Providing alternative formats of this document on request (audio transcript, ASL video).
- Accepting applications in point form, through video and/or voice memo.
- ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview.
- Other accommodation as requested.

If you require accommodation, please send an email to [director@torontoarts.org](mailto:director@torontoarts.org).