

Fund Development Coordinator

About Us:

Grindstone Theatre Society is a non-profit organization dedicated to fostering creativity, community, and artistic excellence through live performance, education, and collaboration. With multiple theatre venues including the Grindstone Comedy Theatre, The Orange Hub Theatres, and our Fringe "Bring Your Own Venues," we offer a diverse range of programming to engage audiences and support local artists.

Mission:

Grindstone Theatre Society is committed to creating professional opportunities for local emerging performing artists. We believe that Edmonton has an overflow of talent that deserves to be nurtured and showcased. We serve to advance a diverse community of arts and culture through theatre, comedy, music and art.

Job Description:

Grindstone Theatre Society is seeking a Fund Development Coordinator with a focus on Sponsorship and Donations to join our team. This critical role is responsible for identifying, cultivating, and securing sponsorships from corporate and individual partners who are passionate about supporting the arts and our mission. The Fund Development Coordinator will play a vital role in helping the organization meet its financial goals and continue its mission of enriching the community through the performing arts.

Responsibilities:

- **Sponsorship Strategy:** Develop and implement a comprehensive sponsorship strategy to support Grindstone Theatre Society's programs and events.
- **Prospect Identification:** Identify potential corporate and individual sponsors that align with our organization's values and objectives.
- **Cultivation and Relationship Management:** Build and maintain strong relationships with sponsors, providing ongoing communication, recognition, and engagement opportunities.
- **Proposal Development:** Create compelling sponsorship proposals tailored to the unique needs and interests of potential sponsors.
- **Sponsorship Acquisition:** Lead the solicitation and negotiation process to secure financial and in-kind sponsorship agreements.
- **Stewardship:** Ensure sponsors receive the agreed-upon benefits, acknowledgment, and recognition, and provide regular updates on the impact of their support.
- **Budget Management:** Monitor and report on the sponsorship budget, ensuring alignment with the organization's financial goals.
- **Collaboration:** Work closely with the, AD, GM, Associate Producers and Grindstone Staff to integrate sponsorship recognition into promotional materials, events, and performances.
- **Data Management:** Maintain accurate records of sponsorship interactions, commitments, and fulfillment.
- **Compliance and Reporting:** Ensure compliance with legal and ethical standards for sponsorship agreements, and provide regular reports to the Executive Director and Board of Directors on sponsorship activities and outcomes.

Qualifications:

- Bachelor's degree in business, marketing, communications, or a related field (or equivalent experience).
- Proven experience in sponsorship development, preferably in the non-profit or arts sector.
- Strong understanding of corporate and individual giving trends and best practices.
- Excellent communication, negotiation, and presentation skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite / Google Docs
- Strong organizational and project management skills.
- A passion for the arts and a commitment to the mission of Grindstone Theatre Society.
- Must be available some nights & weekends for shows and special events.

How to Apply:

Please submit your resume, cover letter to mfleming@grindstonetheatre.ca with the subject line "Fund Development Coordinator [Your Name]". In your cover letter, please include why you are interested in joining Grindstone Theatre and how your experience aligns with the responsibilities of the role.

Grindstone Theatre is an equal opportunity employer and welcomes applications from individuals of all backgrounds and experiences. We thank all applicants for their interest, but only those selected for an interview will be contacted.

POSITION DETAILS

Schedule/Wage:

- \$19/hour
- 30-40 hours per week
- 3 Month contract with option to extend

NOTE: This role will have the opportunity to grow in wage depending on the growth of the department and reaching targeted goals.