

# TARRAGON

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## **INTERIM DIRECTOR OF DEVELOPMENT JOB POSTING**

**Reports to: Managing Director**

**Start Date: April 1, 2020**

**Salary Range: \$48-50,000 + benefits**

**Tarragon Theatre is seeking an Interim Director of Development beginning April 2020 for a one-year contract during a parental leave.**

### **About Tarragon:**

Tarragon Theatre creates, develops, and produces new Canadian plays and provides the conditions for that new work to thrive through high-quality development, production, and administrative infrastructure. The theatre trains and supports new generation, emerging, and established artists through extensive residencies, flexible play development programs and substantial producing capabilities. To complement its new creations, Tarragon presents new plays from across Canada, revives significant Canadian plays, and produces international work, both contemporary and classical. The theatre has active education/outreach programs. With a budget of approximately \$2.75 million, Tarragon produces a ten-month season of seven to nine productions in its two theatres, and occasionally tours. Its studios and Extraspace are used extensively by the arts community for the creation and production of new work. In 2021 Tarragon will celebrate 50 years of producing theatre.

### **The Position:**

The Interim Director of Development is an upper management position with the primary focus of strategic fundraising from the private sector (individuals, corporations and foundations), as well as the ongoing stewardship and development of existing donor relationships. The ideal candidate will have a thorough understanding of fundraising techniques; be well-informed about the local and national arts ecology; and be a strategic thinker who understands the enormous challenges faced by arts organizations in the existing economic climate. The position requires a self-motivated, organized individual with leadership skills and the ability to manage competing priorities in a dynamic and creative work environment.

### **Key Responsibilities:**

- Provide leadership for the development, planning, analysis and execution of the theatre's solicitation strategy from individuals, corporations and foundations.
- Develop and maintain existing corporate partnerships.
- Research and establish relationships with prospective foundations and donors.
- Ensure all partner recognition and benefit fulfillments are met in company communications.
- Manage existing relationships with all donors.
- Plan, organize and promote fundraising and donor appreciation events and activities.
- Generate written materials, including customized proposals for corporate partners, foundation applications and donor communication material.
- Provide reports and analysis to improve efficiency and effectiveness of existing and future fundraising initiatives.

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- Monitor and tracks trends in fundraising in the broader community.
- Plan and implement all aspects of Tarragon's annual spring fundraising gala, including the pre-Show event (i.e. sponsorships, catering, silent auction, etc.) and ticket sales.
- Organize and coordinate opening night receptions.

## Requirements:

- A passion for theatre and building support for new work and Canadian artists.
- Post-secondary degree/diploma and/or a minimum of three years' experience related to theatre and/or fundraising, with a proven record of fundraising successes.
- Knowledge of the Toronto not-for-profit arts environment.
- Strong interpersonal skills and the ability to communicate to different levels of stakeholders, including corporate partners and individual donors.
- Proven ability to set priorities, complete work with minimal supervision, and meet deadlines.
- Strong strategic planning and critical-thinking skills.
- Proven project management skills with planning and follow-up experience.
- Excellent written and verbal communications skills.
- Strong working knowledge of Microsoft Word, Excel and PowerPoint with the ability to pick up new programs quickly.
- Experience and understanding of data and list management.
- Ability to work evenings and weekends as required.
- A sense of humour.

## How to Apply:

Interested applicants should send a cover letter and resume with references **in a single pdf** by email to Andrea Vagianos, Managing Director, Tarragon Theatre, [andreav@tarragontheatre.com](mailto:andreav@tarragontheatre.com), 30 Bridgman Avenue, Toronto, ON M5R 1X3. The application deadline is **Friday, January 31, 2020 at 5:00 p.m.**

Tarragon Theatre values diversity in its workforce and invites applications from all qualified candidates. If you need accommodation at any stage of the application process, please do not hesitate to make a request.

We thank all applicants for their interest in Tarragon Theatre, however only those selected for an interview will be contacted.

*For more information about Tarragon, please visit our website: [www.tarragontheatre.com](http://www.tarragontheatre.com)*