

Manager, Individual Giving

Full Time

Theatre Calgary is seeking a Manager, Individual Giving to join our team. This position plays a key role in the success of Theatre Calgary by championing a roster of major gift donors who can provide a strong and sustainable revenue stream. The successful candidate will manage our successful premium membership program. This person will also pursue six- and seven-figure leadership gifts that can provide transformational outcomes for the theatre. Reporting to the Director of Development and works cooperatively with the staff and community volunteers to achieve organizational goals.

This job description outlines the primary duties and responsibilities of the position and is not intended to be all-inclusive. The employee may be required to perform other duties as assigned by the Director of Development. This position requires availability outside of standard office hours, including some evenings and weekends to support performances, events, and community engagement activities.

Duties & Responsibilities

Individual Gifts:

- Oversee Individual Giving at Theatre Calgary.
- Manage the Theatre Calgary Artistic Champions membership program (donors \$1,000-\$25,000), ensuring a high-quality donor experience and a robust revenue stream for the theatre.
- Manage the Legacy Giving Program.
- Grow philanthropic support of both the membership and legacy programs, collaborating with marketing to promote these giving vehicles.
- Work closely with other Development staff to ensure a cohesive and coordinated approach to fundraising and donor engagement.
- Collaborate with Marketing and Communications to develop an effective strategy to promote major gifts.
- Collaborate with Finance to ensure accurate financial reporting.

Leadership Gifts:

- Serve as a front-line fundraiser responsible for managing a diverse portfolio of 100+ major gift prospects (\$25,000+).
- Develop tailored cultivation, solicitation, and stewardship strategies for assigned prospects.
- Develop clear and compelling funding proposals that make a strong case for support of Theatre Calgary's programs and reflect donors' interests.

- Develop and adapt narrative copy, program budgets, and other assets to articulate a personalized and persuasive case for support.
- Advance gift conversations for the successful solicitation and closing of major gifts, engaging key volunteers and staff as appropriate.
- Lead and execute multi-channel outreach, donor segmentation, moves management, and year-over-year growth strategies.
- Proactively identify and cultivate new donors and conduct research on their interests and capacity to help develop and produce new prospect lists and fundraising strategies.
- Organize donor visits and cultivation events in coordination with cross-departmental staff to deepen donor engagement, and attend key membership, public, and special events to actively build relationships with current and prospective donors.

Stewardship:

- Work collaboratively to develop and implement a stewardship plan to nurture donors and encourage further philanthropic support.
- Host targeted events for assigned prospects and donors. This may include a series of "behind the scenes" events or other format that will motivate and engage prospects and donors.
- Appropriately recognize and thank donors.
- Develop and implement clear, timely, and compelling donor communications, including impact reports, updates, gift agreements, and acknowledgments.
- Maintain accurate and timely donor records and track progress towards annual fundraising goals.

Industry Knowledge:

- Be knowledgeable regarding Canada Revenue Agency (CRA) and Alberta Municipal Affairs' regulations and guidelines regarding fundraising in Canada and specifically, Alberta.
- Ensure that all Theatre Calgary development activities, for both staff and volunteer participants, are fully compliant with both the AFP Code of Ethics and Standards of Practice and the Imagine Canada's Code of Ethical Conduct.
- Stay informed on best practices and emerging trends in fundraising, donor relations, and non-profit development strategy.

Other:

- Serve as a knowledgeable and enthusiastic ambassador for Theatre Calgary.
- Support team activities as required; and
- Bring creativity, professionalism, and enthusiasm to the workplace.

Experience & Qualifications

- 5+ years experience working in fund development, with a demonstrated success in securing major gifts.
- Post-secondary degree or diploma, or equivalent work experience.
- Excellent communication skills (verbal/storytelling, written, and relationship building).
- Practical knowledge of fundraising best practices.
- A highly energetic professional with a track record of building donor relationships.
- Demonstrated ability to manage a diverse portfolio.
- Successful experience developing cultivation and solicitation strategies for varying gift levels.
- Strong organizational, process management, and strategic planning skills.
- Team-oriented approach.
- Knowledge of Tessitura or similar database system is an asset.
- Results oriented, self-motivated and shows initiative.
- CFRE designation is an asset.
- Knowledgeable about Canada Revenue Agency and regulations affecting the charitable sector.

Personal Characteristics:

- A true people person with an outgoing nature.
- A self-starter and driven by results.
- A genuine interest and passion for the mission of Theatre Calgary and working knowledge/background in the arts.
- A team player with a positive attitude and collaborative approach.
- Someone who brings creativity, professionalism, and enthusiasm to the workplace.
- Strong work ethic.
- Excellent interpersonal skills.
- Strategic thinker, organized, with good judgement.
- Ambitious and friendly.
- Enjoy building relationships in the community.

Salary & Benefits

The salary range is \$77,000 - \$84,000/year, commensurate with experience.

After an initial probationary period of 3 months, employees will be eligible to join our group RRSP plan with employer matching and our comprehensive healthcare program.

About Theatre Calgary

Theatre Calgary's vision is to stand amongst the best theatres globally as a leader in innovative, impactful and diverse programming. Our mission is to stimulate, provoke and delight through ambitious programming created to ignite local, national and international engagement in a sustainable manner. Theatre Calgary reflects the communities, the country, and the world we live in with ambitious programming, passionate community engagement and extraordinary productions. For more than 50 years, we have focused our energy on providing our community with the highest level of classic and contemporary plays, featuring the best artists from Calgary and across the country.

Theatre Calgary encourages applications from our diverse community. Theatre Calgary is committed to equity, diversity, and inclusion. We recognize that increasing the diversity of our staff, on all levels, is integral to accomplishing this objective. We are creating policies, practices, and programs that work toward the goal of dismantling systemic racism. We welcome all applications from women and gender nonconforming people, people of color, indigenous peoples, people with disabilities, and people of all sexual orientations, and all others who may contribute to the further diversification of Theatre Calgary.

In the spirit of reconciliation, Theatre Calgary acknowledges that we live, work and create on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, Métis Nation of Alberta, districts 5 & 6, and all people who make their homes in the Treaty 7 region of Southern Alberta. They were the original occupants of this land and continue to be here to this day. Theatre Calgary is grateful to have the opportunity to present in this territory.

How to Apply

Please submit applications to: careers@theatrecalgary.com with the subject line **Manager, Individual Giving**

We thank all those expressing interest in the role but only those selected for interview will be contacted.

Closing Date for Applications: September 26, 2025