

2b theatre company seeks candidates for a contract position: **Fundraising Coordinator**

2b theatre company seeks a Fundraising Coordinator to complete a part-time one-year contract to execute the company's fundraising plan. This is an opportunity to join a thriving local not-for-profit arts organization with international reach.

Responsibilities

In collaboration with the fundraising committee, Artistic Co-Directors, and Management, and with strategy outlined in the fundraising plan, the fundraiser will:

- Produce key messaging and materials for fundraising initiatives
- Cultivate, solicit, and steward major gifts and sponsorships
- Plan and execute special events for key stakeholders
- Administer annual individual giving campaign
- Manage and maintain donor relevant data
- Meet or exceed fundraising targets as laid out in the fundraising plan

The Fundraiser will be expected to work independently to:

- Track sponsorships
- Track donations and issue tax receipts
- Fulfill sponsorship and donor recognition/benefits
- Write foundation applications and individualized cases for support to prospective donors
- File paperwork as well as digital files
- Research prospective donors
- Support donor request visits

Qualifications

The ideal candidate will:

- Have strong writing abilities: be adept at applying and expressing 2b's key messaging in clear, concise, and compelling ways
- Be self-motivated and a strong team player
- Be highly organized and attentive to detail
- Be articulate, outgoing, and comfortable representing 2b theatre company in a variety of contexts
- Have knowledge of theatre production and/or the performing arts world in Halifax and beyond. Familiarity with 2b's work is an asset.
- Have experience in fundraising and/or donor relations
- Have experience in grant writing
- Have experience in outreach and promotion

- Have good time management skills and the ability to multitask
- Have broad computer skills including: familiarity with programs such as Microsoft Word, Excel, and Google Docs and database systems experience
- Strong interpersonal communication (oral and written) skills are essential

Contract fee: \$16,000.00

This is a contract position for 15 - 20 hours per week. Specific hours and scheduling to be discussed. The contractor will be expected to attend relevant meetings and events but will largely work offsite. The position will start in early 2019.

APPLICATION DEADLINE: November 30 2018, 11:59 pm

To apply, send a cover letter and resume to info@2btheatre.com with the subject line "Fundraising Coordinator application". You may also optionally submit a short writing sample that demonstrates your skills as they relate to this position.

2b is an equal opportunity employer and welcomes applications from candidates of diverse backgrounds. If you have any questions about the position, please do not hesitate to get in touch.