

EMPLOYMENT OPPORTUNITY

DEVELOPMENT OFFICER

Lorraine Kimsa Theatre for Young People (LKTYP) invites applications for the position of Development Officer.

LKTYP is Canada's largest theatre for young audiences and currently produces and presents an 8-play season with an audience of 80,000+. Housed at a renovated, historical venue in Toronto, LKTYP works on a 468-seat Mainstage and an 115-seat Studio stage. Its operating budget is approximately \$3.5 million. The work culture at LKTYP encourages ingenuity, team-work, and an atmosphere of learning. LKTYP's artistic policy focuses on arts and education – in fact, learning is at the center of everything we do.

Reporting to the Director of Development, the Development Officer will assist in raising approximately \$900,000 annually for the theatre.

KEY RESPONSIBILITIES:

- ⇒ Management and co-ordination of LKTYP's individual donations direct mail campaigns
- ⇒ Management and creative vision for LKTYP's two signature fundraising events, the annual Family Gala and the Spring Golf Classic
- ⇒ Liaising with the event committees of the Board of Directors
- ⇒ Management of LKTYP's development databases
- ⇒ Fundraising research
- ⇒ In tandem with Director of Development, fulfilment of donor recognition commitments and servicing of sponsors
- ⇒ Production of regular revenue and expense reports

REQUIRED SKILLS:

- ⇒ Exemplary and proven communication skills, both verbal and written
- ⇒ Minimum two years of fundraising experience, preferably in the areas of individual solicitation and event co-ordination
- ⇒ Ability to pay strong attention to detail
- ⇒ Computer literacy and comfort working in a Windows environment
- ⇒ A knowledge of and passion for the arts and for education is an asset

LKTYP is an equal opportunity employer, and encourages applications from all qualified candidates. Interested candidates should respond in writing with salary expectations by Friday, August 13, 2010.

Development Officer Search, LKTYP
165 Front Street East, Toronto, ON M5A 3Z4
Or to: search@lktyp.ca

Due to time constraints only those chosen for interviews will be contacted. Please no phone calls.