



JOB POSTING:

Director of Fundraising & Administration

About Us

The Toronto Kiwanis Festival is a celebration of music, dramatic arts and dance in an inclusive artistic environment focussed primarily on students and youth. Through performance and evaluation, participants build confidence and leadership skills that will benefit their artistic and lifelong pursuits. We have come a long way since 1943 when 12 year old Glenn Gould won the silver cup for senior piano. With our new strategic plan, we will continue to evolve based on the values that drive us: ensuring access to all performers and audiences; delivering an experience on stage and in life; ensuring sustainability for generations of artistic excellence, and fostering relationships as we continue to build the Kiwanis Festival family. With over 300 volunteers and 30,000 participants annually, we have a vibrant cadre of supporters and have an extraordinary opportunity to foster and support the arts in Canada. The time has come for us to take our place as one of the leading arts organizations in the country.

Job Purpose

The Director of Fundraising & Administration will be responsible for the overall success of the organization's financial stability by implementing a business plan that focusses on fundraising and stakeholder relations to achieve the strategic goals and objectives developed by the Board of Directors. They are the brand ambassador of the organization, creating the Festival story that will be delivered through all communication channels.

Duties and Responsibilities

1. Fundraising and Events

- Design and implement a new fundraising strategy that includes, but is not limited to, corporate sponsorship, advertising, public and alumni donations, in-kind contributions and fundraising events.
- Develop the case for support and case statements to support engagement from all stakeholders.
- Identify and qualify donor prospects; develop and carryout cultivation and solicitation strategies while including Board members in the process.
- Implement and utilize fundraising/contact management software.
- Develop and administer a stewardship plan including communications and recognition.
- Manage the planning, sponsorship and delivery of fundraising events in partnership with external contractors.
- Together, with the Director of Festival Operations, manage the scholarship/bursary program, se-curing sponsors and Kiwanis donors to cover the costs, and prepare communications to go to winners/recipients.

2. Stakeholder Relations

- In concert with the Director of Festival Operations, develop positive relationships with all stake-holders, including partners, alumni, sponsors and participants.
- Working in conjunction with the Board President and the Director of Festival Operations, communicate the organization's vision to Kiwanis clubs and other stakeholders.
- Attend Kiwanis club meetings and special events as directed by the Board.
- Create an annual communications and marketing plan, and execute the delivery of all communications, including media relations, the Toronto Kiwanis Festival website, social media, Festival promotions and marketing.
- Work collaboratively with the Director of Festival Operations to prepare the content of the Festival programs, ensure the inclusion of Kiwanis clubs and sponsor recognition and advertisements.
- Create an alumni database of past participants and develop a plan to engage future alumni.
- Prepare an annual report for the Festival.

3. Administration, Operations & Financial Management

- Actively participate in the preparation and running of the Festival each year.
- Ensure commitment to and compliance with all applicable bylaws, policies and procedures and charitable government regulations.
- Manage the organization's offices, storage, technology, equipment and other resources, and manage a cloud sharing service to be used by staff and Board members.
- In partnership with the President, provide leadership and administrative support to the Board of Directors and committees ensuring meetings are held, policies and procedures are developed, and best practices are utilized.
- Attend monthly Board meetings and committee meetings and provide a monthly report to the Board.
- Provide recommendations to the Board on new software or operational procedures that could provide cost savings or efficiencies.
- Undertake general office management including dealing with landlord and maintaining all the legal, security and insurance aspects required for the office.
- Participate in annual budget development and management alongside the Board Treasurer and Director of Festival Operations.
- Work with the Treasurer to prepare the annual charity return and oversee the preparation of charitable donation receipts and thank you letters.
- Work with the Bookkeeper to ensure financial statements are up-to-date and available for the Treasurer's monthly report to the Board.

Qualifications

- A minimum of ten (10) years' experience in non-profit, charity or festival management.
- A minimum of five (5) years' experience in fundraising, building partnerships and collaborating with business partners, or sponsorship – preferably in a non-profit or charity organization, or experience deemed equivalent.
- Have been responsible for an operating budget of at least \$700k and have proven budget and financial management skills.
- Demonstrated experience cultivating, soliciting, and stewarding donors and sponsors at all levels.
- Have managed several committees consecutively; board management experience an asset.
- Extensive knowledge of proven fundraising methods and strategies; Certified Fund Raising Executive (CFRE) designation or working toward it considered an asset.
- Have proven story-telling success, including the ability to effectively develop the ask.
- Have a proven track-record generating funds in excess of \$100k annually.

- Experience working independently, setting the agenda, meeting deadlines, achieving goals, and manage competing needs.
- Past experience making presentations and speaking in public and handling media relations.
- Ability to write and proof published text free of errors in a variety of communication channels and have amassed a portfolio of printed/published marketing material, social media posts, web site content, advertisements, power points presentations.
- Tech savvy with experience implementing and using contact and/or fundraising software, web-site management, payment processing solutions (e.g. POS, Square), online marketing services (e.g. Mail Chimp) and Office suite of programs (e.g. Excel, PowerPoint, Word).
- University degree or college diploma in a related field.
- Must complete and submit a Vulnerable Sector Police Check.

Working Conditions

- Full-time hours but with the flexibility to participate in meetings, events, etc. outside regular working hours.
- Ability to work full days, evenings and weekends in February and March during the Festival.
- Willing to work at a downtown Toronto office, but also have means to travel independently to meetings around the GTA on occasion.

Physical Requirements

- Assist with event set-up.
- Shuttle Festival boxes to and from venues.

Compensation

- \$70,000 - \$95,000 based on qualifications and experience.
- Medical/Health Benefits.
- 20 vacation days.

Applications

Please submit your cover letter and resume to: president@kiwanismusictoronto.org. Please indicate “Director of Fundraising & Administration” in the subject line of your email. While we wish to acknowledge all applicants, only those selected for an interview will be contacted. Please, no phone calls.

Application Deadline: March 9, 2020.

2020 Festival

The 2020 Toronto Kiwanis Festival runs from February 18 – 28 across 9 venues in Toronto. We encourage all applicants to visit the venue sites, become an audience member during a performance and really capture the experience that this Festival brings to our community. Note that admission for each day is \$5, but if you would like to obtain a festival pass for this purpose, please ask for one in the body of your email while submitting your resume and cover letter. For a Festival schedule, visit www.kiwanismusictoronto.org.