

Director of Development

JOB DESCRIPTION

JOB TITLE

Director of Development

Salary Range: \$70,000-\$100,000

Please note: The Segal Centre offers a comprehensive benefits package that includes paid time off, and pension plan contribution.

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Serving as a key member of the leadership team and reporting to the Artistic & Executive Director, the Director of Development will lead an engaged team to achieve the Segal Centre's ambitious revenue goals while aligning with its mission and values. They are responsible for the overall management, oversight and performance of the annual fundraising campaigns and ensure strong donor cultivation, recognition, and stewardship practices. The Director of Development will serve as a key organizational ambassador, engaging donors, and stakeholders with the Segal Centre's compelling case for support and exciting artistic vision. Working in close collaboration with the Artistic & Executive Director, the Board of Directors and the Senior Management team, the Director of Development is a strategic fundraiser who will diversify current revenue streams and use data and relationship management skills to identify and engage current and potential donors. The Director will be a critical frontline fundraiser, managing their own portfolio and supporting the management of portfolios across the organization and with lay leadership.

The Director of Development will embrace the values and mission of the Segal Centre, an organization within Montreal's Jewish community that strives to maintain a diverse and inclusive space and working environment.

MAIN TASKS

Administrative Leadership

- In collaboration with the Artistic & Executive Director, and Director of Finance & Operations establishes the annual development budget and works to meet revenue and expense targets.
- In collaboration with the Communications department, helps develop a cohesive brand to ensure Centre's fundraising is clear, user friendly and meets the donor and sponsorship requirements.
- Supervises the development staff, including the Development Officer, consultants, and interns when applicable.
- Supervises and guides lay leadership and volunteers as it pertains to fundraising and/or development events and initiatives.
- Oversees and leads events related to all donors and/or cultivation of new audiences as it pertains to the Development department.
- Ensures the fundraising practices are in line Canadian charitable law and the utilization of the Theatre Manager Database is accurate towards effective donor and prospect data integrity.

Contributed Revenue and Relationship Management

- Builds a long and short-term development plan to support revenue goals.

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- Partners with the Segal Centre's board of directors, fundraising committee, and professional and volunteer leadership to build a pipeline of active and potential donors and establish successful identification, cultivation, solicitation, and stewardship protocols.
- Broadens the base of corporate sponsorship for the Centre for building and maintaining relationships and seeking out new sponsorship opportunities.
- Articulates and promotes a compelling case for support capitalizing on existing relationships to ensure members and donors renew and increase their investment in the Segal Centre.
- Ensures contracts are issued to sponsors, in accordance with the terms negotiated on the sponsorship call and leads the reporting, stewardship and engagement.
- Oversees and implements sponsor and donor thank you and stewardship to ensure accurate and appropriate recognition.
- Oversees various campaigns: Life & Legacy (The Encore Society), Seat Campaign, etc. and ensures accuracy, quality control and efficiency.
- Prepares a report for the Board for each board meeting and helps to identify potential board and volunteer committee prospects.

SKILLS

- Experience in fundraising.
- Strong written and spoken French.
- Knowledge and passion for the performing arts.
- A high level of personal and professional integrity as a member of the fundraising profession.
- Interest in building relationships with donors for the benefit of the Segal Centre for Performing Arts.
- A demonstrated ability to work with staff, artists, volunteers, and external partners.
- Excellent organizational skills with an ability to multi-task, prioritize as necessary, and maintain acute attention to detail.
- A high level of proficiency in database management.
- Strong verbal and written communication abilities.
- Willingness and ability to work some evenings and weekends is required.
- Familiarity with the Canadian arts community and business community is a strong asset.

SUBMISSION PROCESS

Please submit a cover letter and resume to gsaltiel@segalcentre.org.

ABOUT THE SEGAL CENTRE

The Segal Centre for Performing Arts is a not-for-profit theatre company dedicated to creating, producing, and presenting world-class English-language theatre, and to showcasing the best professional artists from Montreal and beyond. Founded in 1967, the Segal Centre has expanded to become a nationally recognized venue for the performing arts, in addition to enriching educational programming & Jewish cultural events. With core values of creation, innovation, diversity and collaboration, the Segal believes in the power of the arts to strengthen and connect communities and is committed to offering relevant, engaging, and accessible programming.