

# Job offer

## Development officer

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**Date Posted:** October 2, 2024

**Position Type:** Full-time / Permanent

**Reports to:** Director of Development

**Schedule:** 40 hours a week, Monday to Friday office hours, occasional evenings

**Salary range:** \$41,000 to \$45,000 annually

**The Segal Centre for Performing Arts** is seeking a passionate and dedicated **Development Officer** to join our wonderful team. This role is crucial to supporting the Centre's strategic fundraising efforts, including donor relations, event management, and administrative coordination. If you're a detail-oriented professional with a strong understanding of donor engagement and the nonprofit arts sector, we'd love to hear from you.

### Key responsibilities:

#### Administrative support

- Manage donation processing and maintain accurate donor records in the Theatre Manager database.
- Pull and analyze weekly progress reports for campaigns.
- Collaborate with Marketing and Communications to ensure donor recognition across all platforms.
- Assist with grant applications and corporate sponsor reports.
- Process accounts receivable and generate tax receipts in collaboration with the Finance Department.

#### Event management

- Plan and coordinate development events, including pre/post-show receptions and special fundraising gatherings.
- Handle event logistics, including staffing, catering, décor, and guest communications.
- Manage RSVPs and liaise with relevant departments to ensure seamless event execution.

## JOB OFFER DEVELOPMENT OFFICER

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### Donor relations and solicitation

- Coordinate the production and distribution of development materials, including brochures and promotional items.
- Manage phone inquiries, process donations, and assist with donor follow-up.
- Support the Director of Development with personalized donor communications.

### Collaboration and reporting

- Provide regular updates on fundraising activities and collaborate with other departments to ensure cohesive strategies.
- Serve as a key point of contact for donors, ensuring consistent and professional communication.

### Qualifications:

- Bilingual in English and French (written and spoken).
- Bachelor's Degree, with preference to Business, Communications, Marketing and/or Social Sciences.
- Excellent organizational, writing, and communication skills.
- Proficient in Microsoft Office (especially Excel) and experience with databases (Theatre Manager or Spektrix is an asset).
- Familiarity with Canva and Adobe software is a plus.
- Experience in a nonprofit or arts organization is an advantage.

### Why join us?

We believe in the magic of theatre! At the Segal Centre, you'll have the opportunity to work with a dedicated and creative team, contributing to the arts and cultural landscape in Montreal. If you're passionate about making a meaningful impact, we invite you to apply.

### How to apply:

Interested candidates are invited to send their resume and a cover letter outlining their relevant experience to [gsaltiel@segalcentre.org](mailto:gsaltiel@segalcentre.org) by **October 13, 2024**. Please include "Development Officer Application" in the subject line. We cannot wait to meet you!