



Marketing & Fund Development Associate

Shakespeare on the Saskatchewan is currently looking to add a member to its team with skills in a selection of the areas of marketing, sales, sponsorship, funds development, and administration on a full-time one year, short term contract.

Part of Saskatoon's thriving theatre scene, Shakespeare on the Saskatchewan is a vibrant and exciting company looking to grow and develop into the future. We are looking for a dynamic individual who brings a wide range of skills to the table. As we are a small core team and have some flexibility to restructure, dependent on the skills of the right team member.

The funding for this position is directly tied to a one year funded project and is intended to add the capacity to our team in order to create and begin implementation of a new, long term operational fund development strategy and action plan.

Specific job description will include a selection of the following dependent on the skills of the successful applicant:

- Reviewing, evaluating and updating a Fund Development plan that reviews all revenue streams for the organization which includes granting, donor, sponsorship, and self-generated
- Designing and implementing a corporate sponsorship strategy
- Designing and implementing a Planned Giving Strategy
- Creating, developing, and delivering sponsorship pitches
- Maintaining sponsor database
- Maintaining sponsor relationships
- Writing and editing company materials
- Grant writing
- The handling of all media including press conferences, interviews and releases
- Assisting in fundraising and other special events
- Website maintenance and management
- Graphic design/ad manipulation
- Creating and implementing a Marketing & Sales plan
- Assisting in the daily operations of the office as appropriate
- Sales analysis
- Social Media

Education: A relevant bachelor's degree. A combination of education and work experience may be considered.

Experience:

- Two to three years of progressive, related experience in marketing, sales, and/or fund development.
- Knowledge of non-profit organizations and an understanding of strategic planning, event planning, fundraising and donor relations.

Skills:

- Thorough understanding of stakeholder relations principles and strategies, and proven experience in applying them and achieving results.
- Ability to work independently and collaboratively.
- Demonstrated strong leadership, analytical and organizational skills.
- Ability to problem-solve, think and act strategically and creatively.
- Self-motivation and reliable.
- Proficiency in computer applications, graphic design, web communication and emerging information technologies.
- Ability to manage multiple projects and work assignments.
- Demonstrates public relations skills, including the ability to interact effectively with the public, exercising diplomacy, judgment, tact, confidentiality, cultural sensitivity.
- Displays ability to set priorities while achieving goals and objectives in an appropriate time frame.
- Provides relevant information and assistance professionally in person, via email and over the phone; communicates in an open and professional manner.

Position Details: One-year, full time, term position.

Salary & Benefits Information: Salary range is \$40,000 - \$43,000 with a modest benefits package. The salary will be commensurate with education and experience. Work hours will include some evenings, weekends, and banked hours in busy season.

Position will remain open until filled with an initial closing date of **May 1, 2019**

Ideal Start Date: June, 2019 or earlier

We are interested in submissions from diverse communities as we welcome all voices in our organization. All qualified individuals are encouraged to apply.

Please email **resume** along with **letter of interest** and **3 references** to:
om@shakespearesask.com

Attn: Melanie Rogowski, Operations Manager

Email Subject Line: *Marketing & Development Associate*

We thank everyone who applies, but only those considered for an interview will be contacted.