



MABELLEarts unlocks the creative potential of the neighbourhood.

We use art to co-create the **social infrastructure** that builds personal and community resilience in the communities that need it most.

MABELLEarts welcomes those who have demonstrated a commitment to upholding the values of equity, diversity and inclusion. People coming together across real and perceived differences is the source of our strength. Diversity of racial background; ethnicity; country of origin; ancestry; age; cultural/religious background; ability; gender; gender identity and sexuality among staff and artists strengthens our ability to collaborate with communities and effect change. We encourage applications from members of groups that have been historically disadvantaged and marginalized, particularly applicants who's lived experience reflects those of the communities we serve.

Position: Development and Communications Manager

Date Posted: November 24, 2023

Applications will be reviewed on a rolling basis until position is filled

Posting closes: January 5, 2024

Start Date: February 12, 2024 or earlier

Annual Salary: \$65,000-\$75,000 (37.5hrs/week)

Region: Remote position - ideally someone based in the GTHA

Term: One Year Contract with possibility to renew

Benefits: Health

Job Description:

MABELLEarts is a fast-growing and evolving organization with big aspirations. We're seeking an experienced fundraising professional to join our team to lead the implementation of a dynamic and sustainable fund development and stewardship program that engages current and future donors and funders in the work we do and the communities we serve.

Our successful candidate will be highly entrepreneurial and somewhat of a generalist in the fundraising sector. Five to ten years of diverse fundraising experience has led our chosen candidate to make a substantive impact on organizations big and small. Our chosen candidate will demonstrate experience implementing fundraising plans and a strong ability to work with pre-existing organizational systems and workflows. A dynamic relationship builder, our chosen candidate thrives in a collaborative, evolving and grassroots organization and understands the power small organizations have to make big impacts in local communities.

Under the direction of the Managing Director, core responsibilities will include:

1. Fund Development:

- Manage the funding pipeline to help reach our goals as outlined in our Operating Plan and Fundraising Strategy.
- Help close the gap on the final phase of fundraising for our capital project (15% of a \$3.3 million project.)
- Pursue new opportunities across government and the private sector.
- Lead in writing grants to government, private foundations and corporate social responsibility programs.

2. Donor Development & Stewardship:

- Create tools, collateral and online campaigns to engage current and prospective donors.
- Work with senior staff to develop and nurture relationships with key donors.
- Collaborate on the creation of a donor stewardship plan and lead its implementation to ensure donors stay engaged.
- Maintain a donor database and manage ongoing donor communications.

3. Communications:

- Develop a company-wide communications strategy and work with staff to implement.
- Develop and execute targeted donor outreach and communication plans
- Coordinate and organize on-going photo and video documentation that can be used in engaging funders and donors.
- Leverage technology and social media where possible to improve fundraising activities.

Core Competencies:

- At least 5 to 10 years experience working as a fundraising professional is required.
- Must be proficient in Google Suite, Excel, and Zoom; proficiency with Salesforce is an asset.
- Excellent and inspired written communications skills are required. A writing sample will be requested in the second phase of the interview process.
- Asset, but not required: able to speak another language; lived experience is considered a strong asset.
- Post Secondary education in communications, journalism, fundraising, business considered an asset.

How to Apply:

To be considered for this position, please email your resume outlining your qualifications with the subject “**Development and Communications Manager**” to karen@mabellearts.ca. Please include a cover letter with your resume, combined in a single pdf document. Applications without a cover letter will not be considered.

No phone calls please.

If you require accommodation when navigating the application process, please contact: karen@mabellearts.ca. Interviews will be conducted by video conferencing. For your information,

our office is located in a Toronto Community Housing high-rise tower that has been equipped with automated entrances and exits, and our washroom is wheelchair accessible.

Thank you for your interest in the position. Only candidates selected for an interview will be contacted. Candidates selected for an interview will receive a \$75 honorarium to compensate them for their time.