

## Executive Director, Advancement

### The Organization:

The Musical Stage Company is the largest and leading charitable musical theatre company in Canada. Established in 2004 as Acting Up Stage Company, we strive to make Canada a leader in musical theatre.

We believe “**it’s better with music**” and apply this philosophy to all of our programming on- and off-stage including our contemporary professional musical productions and concerts, our investment in Canadian writers and the development of original musicals, and through our diverse free youth programs that meaningfully connect young people to our chosen art-form.

Since 2004, we’ve been rewarded with rave reviews, sold-out performances, 82 Dora Award nominations, 18 Dora Awards and 16 Toronto Theatre Critics’ Awards. Our productions are timely, thought-provoking and entertaining, challenging expectations of the genre. Past productions include *Fun Home*, *Dr. Silver*, *Life After*, *Onegin*, *Passing Strange*, *Grey Gardens*, *The Wild Party*, *Do You Want What I Have Got? A Craigslist Cantata*, *Caroline or Change*, *Ride The Cyclone*, *Parade*, *The Light In The Piazza*, and *Elegies: A Song Cycle* as well as our signature annual *UnCovered* concerts at Koerner Hall.

Our 2019-2020 season includes a series of new musicals premiering at the Globe & Mail Centre as part of *Launch Pad*, *UnCovered: Stevie Wonder & Prince* at Koerner Hall and the George Weston Recital Hall, a to-be-announced musical at the historic Winter Garden Theatre and the world premiere of *Kelly V. Kelly* at Canadian Stage.

### The Opportunity

Join the senior leadership team of an innovative and thriving arts organization during an exciting moment of expansion. This is an ideal opportunity for a candidate hungry to play a central role in the continued growth of a theatre company that is artistically acclaimed and financially stable, with a committed audience and community of supporters. The Musical Stage Company team approaches work with an entrepreneurial spirit, resulting in a fast-paced, dynamic and fun work environment.

Reporting to the Artistic & Managing Director, the Executive Director, Advancement is the senior leader of the ‘revenue’ team: they will work hand-in-hand with the Artistic & Managing Director, General Manager & Producer and Board of Directors to set the strategic direction and goals of the organization. Working within the context of the overall organizational strategy, the Executive Director, Advancement will identify opportunities to support the growth and fiscal health of the organization, enabling The Musical Stage Company to continue advancing musical theatre in Canada. The Executive Director, Advancement will manage and develop our robust fundraising portfolio currently consisting of over \$1M annually in individual and corporate gifts, and support from three levels of government. They will manage a small team to carry out the delivery of strategic priorities, overseeing all aspects of the fundraising portfolio including cultivation and stewardship as well as proposal and grant-writing. They will be an important colleague to the Director of Marketing & Engagement to ensure that all of our patrons are treated to a best-in-class experience.

The successful candidate will be a self-starter and a team-player who is keen to join the high-achieving, small and mighty staff of a thriving musical theatre organization which has successfully tripled in size over the last four years. They will be entering the organization at a moment of great financial stability, with continually ambitious plans; as such, the successful candidate must be willing to roll up their sleeves and dive in with passion, energy and a can-do attitude.

**Anticipated Start Date**

Full-Time beginning ASAP

Evening and weekend work will be required on occasion

**Compensation**

\$55,000 - \$70,000 per year depending on the qualifications of the successful candidate.

**Reports to:** Artistic & Managing Director

**Responsibilities**

- In partnership with the Artistic & Managing Director, General Manager & Producer, and Board of Directors, develops long-term strategic plans and appropriate year-by-year revenue targets and initiatives;
- Works with the Artistic & Managing Director to identify and target new fundraising opportunities for the company and create strategies for all existing fundraising stakeholders;
- Develops a robust donor pipeline (individual, foundation and corporate) and cultivates, stewards and solicits support from both our current network and new prospective partners;
- Personally manages and deepens relationships with existing funders over \$1,500 including individual, corporate, foundation and government partners;
- Designs and manages major fundraising events;
- Oversees the creation of customized fundraising proposals, government grants and all subsequent reports;
- As the most senior member of the revenue team, oversees and manages day-to-day development operations and closely works with the Director of Marketing & Engagement to develop annual big-picture sales and patron strategies;
- Alongside the Artistic & Managing Director, provides detailed reports to the Board of Directors and Board committees;
- Co-manages 1 full-time Development & Audience Relationship Manager, and 1 full-time Marketing & Development Coordinator;
- Acts as a spokesperson for the organization among key stakeholders;
- Attends performances and builds in-person relationships with our stakeholders;
- Other duties as required.

**Qualifications**

The successful candidate will have:

- At least five years of not-for-profit experience in a management role with a focus on relationship-building and/or revenue generation. Prior leadership experience in marketing, sales or development is an asset;
- A love of the performing arts with a specific passion for musical theatre;

- Excellent communication and interpersonal skills and an inherent love of, and knack for, networking and relationship building;
- The ability to see the big picture and minute steps that are required to successfully get to the finish line;
- Strong strategic planning abilities and an entrepreneurial outlook with stellar follow-through;
- Strong multi-tasker with the ability to respond to shifting priorities;
- Meticulous organizational skills;
- Very strong writing skills;
- Management skills with a strong ability to delegate;
- A keen eye for effective visual design;
- The ability to work independently and maintain a highly motivated work ethic in a flexible work environment;
- Insight, creativity and resourcefulness;
- A “can do” attitude, flexibility and willingness to pitch-in;
- A strong team-player who will be motivated by, and cheerlead for, a small and collaborative staff;
- The ability to be detail-oriented while producing results in a fast paced environment;
- A caring and empathetic personality who can also drive performance and best practices.
- A philosophy of taking oneself lightly while taking work seriously. Likes to have fun.

### **How to Apply**

Please review the opportunity closely to ensure that your experience, skills, character, and goals are a great fit with our needs.

We encourage interested individuals to apply by May 8 at 11:59pm for consideration. Please submit applications to [jobs@musicalstagecompany.com](mailto:jobs@musicalstagecompany.com). Include your name and the position title in the subject line.

Applications must be submitted as a single pdf attachment including a letter of interest clearly stating how your experience and abilities qualify you for this opportunity and a maximum two-page CV. Incomplete submissions will not be considered. Please no phone calls.

The Musical Stage Company advocates equal opportunity for all employees and applicants for employment and is committed to diversity in the workplace.

The Musical Stage Company thanks all applicants for their interest in this position, however only those invited for an interview will be contacted.