

EMPLOYMENT POSTING



Annual Giving and Events Coordinator

Employer: BARD ON THE BEACH SHAKESPEARE FESTIVAL

Bard on the Beach Theatre Society is Western Canada's largest Shakespeare Festival with an annual budget of over \$6 million and welcomes over 100,000 patrons per year. Now in our 28th Season, the Festival offers Shakespeare plays, related dramas, and several special events from June through September in two large theatre tents in a magnificent setting on the waterfront in Vanier Park and arts education programming year-round. Bard's administrative and production activities take place the BMO Theatre Centre in Olympic Village.

Overview:

Reporting to the Senior Development Manager, the Annual Giving and Events Coordinator will be a highly-motivated, detail-oriented individual who is dedicated to providing members and stakeholders with exceptional experiences. The Annual Giving and Events Coordinator will administer a comprehensive annual membership donor program that meets the targets set in the annual budget, while working closely with members of the Development team, volunteers and staff. This position will assist in the development and execution of special member events including tours and receptions.

Areas of Responsibility and Oversight:

- Maintain accurate membership/donor data, including entry and maintenance of member and donor data, gifts, tax receipting and acknowledgement. Bard currently uses the Spektrix system.
- Implement administrative functions related to membership promotion, acquisition, retention, and renewal.
- Assist with the development and execution of member stewardship programs and events.
- Maintain good member relations through face to face contact, mail, email and phone.
- Develop, create and execute the member e-newsletter and other marketing materials as needed.
- Produce regular membership reports for the Senior Development Manager.
- Utilize and operate Spektrix software, processing and reporting functions.
- Be an active member of the Development Team, provide feedback and make suggestions to add value and deepen experiences.
- Other duties as assigned by Senior Development Manager and Senior Staff.

Qualifications:

- Post-secondary diploma or degree in a related field and/or previous experience in a development role.
- Experience with the Spektrix database system a definite asset.
- Experience coordinating and executing a variety of special events.
- Strong communication and writing skills. Experience with grant and foundation writing an asset.
- Exceptional attention to details, deadlines and timelines, with the ability to multitask in a dynamic environment.
- Ability to work independently with limited supervision, and as part of a team.
- Proficiency with Microsoft Office Suite, esp. Excel, MS Word and mail merges.

Hours: This is a full-time, year-round permanent position. Hours will include some evenings and weekends.

Compensation: Annual salary commensurate with experience plus a full benefits package (following a probationary period).

Apply: Please submit cover letter and resume with salary expectations to Senior Development Manager, Amy Benson at resumes@bardonthebeach.org by Friday, August 11, 2017.

Thank you for your interest. Only those applicants selected for an interview will be contacted.

BARD ON THE BEACH SHAKESPEARE FESTIVAL

BMO THEATRE CENTRE, 201 – 162 WEST 1ST AVENUE, VANCOUVER, BC, CANADA V5Y 0H6 • PHONE 604-737-0625 • www.bardonthebeach.org
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