

Development Officer, Philanthropy

About Soulpepper Theatre Company

Soulpepper is Toronto's Civic Theatre. Rooted in performance, artist training, and social impact, Soulpepper strives to strengthen our connection to the city and to each other through our work. We create powerful, artist-driven theatre that boldly stages the world's great works. We train the next generation of leading Canadian theatre-makers. We invite audiences to engage with the big ideas driving our time through a transformative approach to public initiatives.

Led by Executive Director Gideon Arthurs and Artistic Director Paolo Santalucia, Soulpepper is based in Toronto's historic Distillery District. Soulpepper's dynamic team includes 40 full-time staff, 300 artists and more than 500 artisans, working together to provide 12 months of non-stop artistic programming.

THE POSITION

Reporting to the Director of Development, the Development officer, Philanthropy, is an integral part of the Development team, advancing the development goals of Soulpepper. They will execute all aspects of individual Giving campaigns and strategies including donor identification, cultivation, solicitation, and stewardship. The Officer will lead and oversee the Department's operational objectives which support and promote fundraising in the areas of donor database, donations processing, fundraising reporting and analysis, donor relations, and special events. This role interfaces with the Board of Directors, Committees and donors of all levels. They will also support the Director of Development to achieve the Department's annual and long-term goals.

KEY RESULTS & RESPONSIBILITIES

- Actively manage a portfolio of individual donors to ensure a high rate of annual gift renewal and stewardship, and identify creative and innovative ways to upgrade donors,
- Work with the Director of Development to create and implement annual fundraising plans, including renewal projections, goal setting, timing of communications, solicitations, and events,
- Manage stewardship and cultivation of Soulpepper's donor programs, annual renewal campaigns, and developing new campaign strategies;
- Ensure tracking, reporting and documentation of donor and prospect activities in Tessitura database in accordance with established procedures and CRA requirements, and coordinate with the Finance Department to reconcile revenue recognition and expense budgets;
- Develop and maintain excellent relationships with donors and Board volunteers by providing support through cultivation, donor servicing and stewardship activities;
- Manage preparation and execution of Soulpepper Gala events, donor events, and corporate hosting events;
- Collaborate with the Marketing and Communications department on Annual Fund materials including annual appeals, special events, brochures, stewardship reports and other materials;

- Contribute to strategy and briefing notes in preparation for asks for the Artistic Director, Executive Director, and Director of Development;
- Attend select Soulpepper performances, receptions and events as required to develop relationships with donors and patrons;

KNOWLEDGE & SKILLS

The successful candidate is required to have the following knowledge and skills:

- Strong interpersonal skills, including translating organizational priorities into inspiring, compelling funding opportunities
- Hands on experience in event planning and donor relations
- Demonstrated ability to work independently and collaboratively within a cross-functional team, on projects and team priorities
- Highly organized, accurate and detail-oriented
- Strong analytical, critical thinking and problem-solving skills, and the ability to multi-task with minimal supervision
- Excellent planning, organizational and time-management skills
- Strong understanding and familiarization with fundraising management software, ideally Tessitura Understanding and familiarization with Canada Revenue Agency policies and procedures governing fundraising
- Knowledge of not-for-profit fundraising practices and principles
- Understanding of the Toronto philanthropic and sponsorship community

WORKING CONDITIONS

- Performs most duties in a regular office environment, and hybrid work from home in accordance with company policies
- Must be available to work regular office ours however, due to the nature of the performing arts environment, some work may occur outside of regular office hours including evenings and weekends.

COMPENSATION

- Annual range of \$60-70K commensurate with experience
- Health and dental benefits
- 5 annual vacation days plus 5 paid sick days and 7 personal days

HOW TO APPLY

Soulpepper is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, sexual orientations, and abilities. Soulpepper is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Soulpepper invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs. We thank all candidates for their interest, however, we will only contact those selected for interviews.

Please e-mail resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization by March 4, 2026

Please quote Development Officer, Philanthropy on the subject line when applying by email. Email: Development@Soulpepper.ca