



JOB CALL: Fundraising and Sponsorship Coordinator

Title:	Fundraising and Sponsorship Coordinator
Hours:	Part Time: May 22 – August 31 (approximately 16 hours per week May to mid-July, with increased hours in late July and August)
Fee:	\$4,500
Engagement conditions:	Independent Contractor

SummerWorks' standard Terms and Conditions of Engagement form part of this job description.

About SummerWorks

Founded in 1991, SummerWorks Performance Festival is widely recognized as one of the most important platforms for launching new work– locally, nationally and internationally. Every August, SummerWorks hosts artists and projects interested in continuously re-imagining and innovating the possibilities of performance while insisting on accessibility, integrity, and professionalism. www.summerworks.ca.

Fundraising and Sponsorship Coordinator: Description & Duties

The Fundraising and Sponsorship Coordinator is an important part of our producing team. They are responsible for the implementation of the Festival development strategies, as well as assisting with the management of Festival outreach initiatives.

The Fundraising and Sponsorship Coordinator reports to the Artistic and Managing Director.

The Fundraising and Sponsorship Assistant's duties include:

- Assist the Artistic and Managing Director with developing and implementing a fundraising strategy for the Festival.
- Identify and approach potential Festival sponsors.
- Coordinate with sponsor and donor communication and recognition.
- Develop donor database.
- Assist in planning and execution of individual giving campaign and donor appreciation events.

Fundraising and Sponsorship Coordinator: Qualifications

It is **essential** that the Fundraising and Sponsorship Assistant has:

- Excellent computer skills.
- Excellent organizational and project management skills.



- Ability to work independently and as part of a team.
- Attention to detail.
- Excellent verbal and written communication skills.
- Familiarity with the arts.

It is **desirable** that the Fundraising and Sponsorship Assistant has:

- Knowledge of the goals and activities of SummerWorks.
- Familiarity with the Toronto performance community.
- Experience with donor databases and sponsor acquisition.

To Apply

To apply for the position, please email applications@summerworks.ca by **Monday, May 14th, 2018** and provide:

- A resume of one page;
- 3 references with current contact information;
- A cover letter of no more than one page addressed to Laura Nanni, Artistic and Managing Director, that:
 - Addresses why you would like to work for SummerWorks, and
 - Illustrates how your skills, knowledge and experience match the duties and qualifications.

Please list "Fundraising and Sponsorship Coordinator Position" in the subject line and ensure that your full contact details are included in your resume and/or cover letter.

SummerWorks is committed to equality and diversity, both through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and cultures of all members of our community. We make every effort to ensure that no member of the community receives less favorable treatment in our recruitment process or when accessing our services on the grounds of gender identity, disability, race, religion or belief, age or sexual orientation.