

Job Description

DEVELOPMENT ASSISTANT

STATUS: Full-time / permanent

The Segal Centre for Performing Arts is a not-for-profit theatre company dedicated to nurturing, producing and presenting world-class English-language theatre, and to showcasing the best professional artists from Montreal and beyond. Founded in 1967, the Segal Centre has expanded to become a nationally recognized venue for the performing arts, in addition to enriching educational programming & Jewish cultural events. With core values of creation, innovation, diversity and collaboration, the Segal believes in the power of the arts to strengthen and connect communities and is committed to offering relevant, engaging, and accessible programming.

The role of the Development Assistant is a vital position that will ensure that the department runs smoothly. The ideal candidate is someone eager to join a fast-paced environment who loves the arts and theatre, and understands the essential role donor relations and fundraising plays within the organization. The Development Assistant reports to the Director of Development to support and help plan and implement the various programmatic and fundraising events/ campaigns that take place throughout the season. The Development Assistant provides overall administrative, data management and organizational support for all aspects of the department's fundraising activities.

The ideal candidate has:

- Both English and French (written and spoken) skills
- Scrupulous attention to detail
- Ability to meet deadlines
- Knowledge of Word and Excel
- Previous experience with the Theatre Manager database is an asset (otherwise training will be provided)
- Excellent interpersonal / communication skills, willingness to build relationships with donors
- Strong organizational skills
- Experience in fundraising and event planning is an asset
- Previous experience in a non-profit arts organization environment is an asset

Responsibilities include (but are not limited to):

I. Administrative

- Provide general administrative support to the Director of Development
- In collaboration with the Communications team, provide support in ensuring commitments to sponsors are met.

- Provide support in organizing corporate / foundation contracts and ensure reporting is done on schedule
- Manage Theatre Manager database / mail list
- Track campaign donation responses
- Deposit and manage donation cheques
- Track accounts receivable (pull and email / mail invoice & payment confirmation)
- Pull, verify, print and mail tax receipts
- Send thank you letters to all donors
- Print and mail condolence cards
- Pull weekly reports and update directors on progress of campaigns
- Make purchase orders for department
- Respond to client inquiries, by telephone / email

II. Tuesday Night Live / Other fundraising events (galas, opening nights, women's event)

- Assist in the planning and coordination of events
- Maintain attendee lists
- Organize seating charts
- Process payments and send confirmations
- Respond to attendee inquiries
- Greet attendees at the door / attend events

III. Solicitation

- Coordinate the production of development material (e.g. corporate brochure, donation forms, seat campaign pamphlet)
- Organization of campaign mailings
- Research institutions / foundations / donors etc. as needed

The occasional evening work is required for events, in addition to standard office hours

Please send your CV and cover letter by email to Jessica Gal, jgal@segalcentre.org by **Tuesday, April 23rd, 2019**, with Development Assistant in the subject line. No telephone inquiries, please.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted. All applications are considered confidential.