

ROLE DESCRIPTION

Development Manager

Role purpose

Ensure the financial sustainability of The Elora Singers and the Elora Festival by attracting government grants, cultivating donor interest and gifts, accurately budgeting audience attendance, and managing expenses to match variable income.

Direct report

Direct report to: Artistic Director.

Works closely with: Artistic Director, Operations Manager, Board Fundraising Committee, Board Finance Committee, Grant Writer, Bookkeeper, and Marketing Team.

Employment Details

This is a full-time (40 hours per week), primarily remote position that requires evening and weekend work and in-person attendance during the Elora Festival and other performances, events, meetings, and key organizational activities.

Position summary

The Development Manager is a senior member of The Elora Singers and the Elora Festival management team. The role increases The Elora Singers and the Elora Festival's revenue and public visibility to achieve its financial objectives. This position is responsible for overseeing major gifts, sponsorships, and grants in collaboration with the Grant Writer. Donor relations, recognition and periodic donor events management are essential functions. Financial plans, records and information are provided, utilizing accepted best practices, for timely management decision making.

Key responsibilities

Fund Development and Revenue Generation

1. Design and deliver a comprehensive annual fundraising plan aligned to programming and budget goals.
2. Grow individual giving (annual, monthly, mid-level, major gifts, and planned giving): research, cultivate, solicit, and steward prospects.
3. Secure corporate sponsorships and in-kind support: develop proposals, benefits, activations, and fulfillment plans.
4. Manage foundation and government grants (calendar, narratives, budgets, outcomes reporting) with the Grant Writer and Artistic Director.



Donor Stewardship, Communications and Events

1. Build donor stewardship journeys and recognition; ensure timely acknowledgements and charitable tax receipts (with the Bookkeeper).
2. Plan and execute cultivation / stewardship events (e.g., opening-night hosting, intermission salons, rehearsals, meet-the-artist), coordinating with the Operations Manager.
3. Prepare reports and dashboards for the Board of Directors and Board committees; equip Board members and volunteers with fundraising materials and talking points.

Data Systems and Fiscal Management

1. Maintain accurate donor data, revenue forecasting, and compliance (privacy/CASL).
2. Collaborate with the Artistic Director, the Operations Manager, the Bookkeeper and the Board of Directors' Secretary-Treasurer to develop, prepare, and manage the annual budgets of The Elora Singers and the Elora Festival.
3. Manage and report on financial operations, ensuring timely and accurate monthly financial statements and budget projections are distributed to the Board of Directors, while supporting the Secretary-Treasurer in organizational budget monitoring.
4. Oversee audits for The Elora Singers and the Elora Festival.