



**Development Coordinator  
Job Posting**

**Title:** Development Coordinator

**Department:** Administration

**Position:** Regular Part Time, Union (IATSE Local 168)

**Hours:** 20 hrs per week minimum/average

**General Statement of Duties:**

Reporting to the Managing Director, the Development Coordinator shall be responsible for coordinating the development of sponsorships and donor funding for Tidemark Theatre presentations and programs. The Development Coordinator shall work in conjunction with the Managing Director and the Marketing and Programming Coordinator to develop sponsorship and donor fundraising for the TTS Presentation Season, TTS Programs and Administration operating revenues.

**Supervision:**

The Development Coordinator shall report to the Managing Director, and must be able to work independently with minimal supervision.

**Duties & Responsibilities:**

**Sponsorship and Donor Development:**

- Identify and develop sponsorship communication strategies to meet TTS objectives.
- Identify and develop sponsorship and donor relationships in the Campbell River business community.
- Design and produce sponsorship and donor packages in alignment with Tidemark branding and disseminate to prospective clients and donors.
- Identify the Tidemark Theatre's target market in order to strategically facilitate sponsorship and donor packages and show sponsorships.
- Actively observe the sponsorship and donor activities of other venues.
- Liaise with community stakeholders to determine sponsorship options that directly complement existing community festivals and events;

**Other:**

- Maintain and perform record keeping duties as requested;
- Attend meetings, professional development and networking opportunities and regional conferences as requested;
- Comply with all Tidemark policies and safety procedures;

**Qualifications:**

- A degree in a related discipline (i.e. marketing and sales) is required and/or minimum of 3-5 years relevant professional experience;
- Possess a demonstrated ability to organize multiple tasks, set priorities, meet deadlines and work under time constraints;
- Self-starter; able to take initiative and be proactive
- Flexible and adaptable to change;
- Excellent communication and organizational skills;
- Ability to communicate effectively with a variety of people in a courteous and tactful manner;
- Effective time management skills;
- Ability to work calmly under pressure;
- Customer service oriented;
- Proficient in the use of Microsoft Office, Outlook, and Adobe Photoshop;
- Understanding of social media and company branding;
- Grant writing skills are an asset;
- Valid BC Driver's License required;
- Criminal Record Check required.

**Classification:** Regular Part time, Union (IATSE Local 168)

**Hours of Work:** flexible schedule, some work from home during Covid available.

**Compensation:** As per Collective Agreement – Development Coordinator: \$23.30 per/hr. as of Jan 1st 2022 + Benefits.

**Probationary Period:** 3 months

**Please address cover letter and application to:**

**Attn: Development Coordinator Job Posting**

**Tidemark Theatre Society**

**Email: [humanresources@tidemarktheatre.com](mailto:humanresources@tidemarktheatre.com)**

**Subject Line: Development Coordinator Job Posting**

*This position will remain open until a suitable candidate has been found*