



Imperial Theatre Job Opportunity

Position: Fund Development Coordinator

Location: Imperial Theatre, Saint John, NB

Reports to: Executive Director

Job type: Full-Time

Compensation:

- Salary Range \$52,500 – 60,000 annually
- Comprehensive Health Benefits / RRSP Matching Program
- Vacation – Starting at 10 days per year

Organization:

Imperial Theatre is a vibrant cultural landmark dedicated to bringing exceptional performing arts experiences to the Fundy Region. As a proud equal opportunity employer, we are committed to fostering an inclusive environment that welcomes and serves everyone in our diverse community.

Our Mission Statement:

We enrich, engage and inspire our community through the performing arts.

The Position

Reporting directly to the Executive Director and working in collaboration with the Director of Development, the Fund Development Coordinator will play a pivotal role in enhancing the financial stability of Imperial Theatre through the cultivation and management of corporate sponsorships, group ticket sales, fundraising events, grant writing, and donor development. This position requires a creative thinker with excellent communication skills, a commitment to building relationships, and the ability to work collaboratively with our team to achieve fundraising goals.

Imperial Theatre is a collaborative workspace. This position will be required to work closely with the Marketing, Outreach, Box Office and Technical Departments.



Key Responsibilities:

- **Corporate Sponsorships:** Identify and research potential corporate sponsors; Develop sponsorship proposals and packages that align with corporate interests and the theatre's mission; Cultivate and maintain relationships with corporate sponsors, ensuring recognition and fulfillment of sponsorship agreements.
- **Group/Corporate Ticket Sales:** Develop strategies to promote group ticket sales to local businesses, schools, and community organizations. Create and manage group sales initiatives, including promotional materials and outreach efforts.; Track group sales and provide outstanding customer service to group coordinators and attendees.
- **Fundraising Events:** Plan, coordinate, and execute fundraising events in collaboration with the team.; Develop event budgets, timelines, and promotion strategies.; Engage volunteers and community members in fundraising event initiatives to maximize participation and contributions.
- **Grant Writing & Reporting:** Research and identify grant opportunities that align with Imperial Theatre's goals.; Prepare compelling grant proposals and applications to secure funding.; Maintain records of grant submissions and manage reporting requirements.; Compile and analyze data detailing outcomes and write and submit final reports to funders.
- **Donor Development:** Cultivate relationships with both current and prospective donors.; manage and implement the donor recognition program, which involves annual reporting to donors, processing tax receipts, and drafting personalized thank-you letters. It also requires the planning and execution of donor-focused events, such as the President's Backstage Party. Finally, the role involves preparing all necessary donor communication materials, including annual donor drive and renewal asks, newsletters and impact reports.
- **Budget Development and Targets:** Build fundraising targets and opportunities for growth focused on reaching the organization's mission and mandate.; Build annual budgets and provide the executive team with monthly reports and forecasts.
- **Capital Campaigns:** Assist and Support both the Executive Director and the Director of Development. This will involve a collaborative approach to optimize both the annual donor campaign and the long-term needs of the theatre; provide administrative support in marketing materials and execution, as well as implementation of donor recognition.



Qualifications:

- Bachelor's degree in Nonprofit Management, Marketing, Communications, Business, or a related field.
- At least 2 years of fundraising, development or sales experience, preferably in nonprofit or arts organizations.
- Excellent written, verbal, and interpersonal communication skills with the ability to maintain confidentiality.
- Strong organizational skills with high attention to detail and accuracy.
- Proficient in Microsoft Office Suite and experienced with fundraising software or CRM systems.
- Ability to work independently and collaboratively in a fast-paced, team-oriented environment.
- Strong time management, multitasking, and prioritization skills to meet deadlines.
- Analytical and problem-solving abilities.
- Bondable with a professional and positive attitude, including a sense of humour.
- An appreciation of the performing arts is an asset.

Note:

Applications for this position will be accepted until **Friday, May 22, 2026, at 4 pm ATL.**

Persons wishing to be considered for this position must submit a cover letter and a resume.

Applications may be submitted by email to: jobs@imperialtheatre.ca

Only candidates being considered for an interview will be contacted.