

# CALL FOR APPLICATIONS | Board Member

## Necessary Angel Theatre Company

**Position:** Development Manager (Full-time Employment)

**Work Environment:** Hybrid, includes In-office at 401 Richmond Street West.

**Start Date:** Fall 2026

## Overview

For nearly 50 years, Necessary Angel Theatre Company has been one of Canada's leading creators of original theatre, producing bold, innovative, and socially relevant work.

We are seeking a collaborative and motivated Development Manager to lead fundraising and contributed revenue growth. Working closely with the Artistic Director, General Manager, and Board of Directors, the successful candidate will build support through individual giving, grants, foundations, corporate sponsorships, and donor stewardship.

## Key Responsibilities

- Develop and implement the annual fundraising plan.
- Build, cultivate, solicit, and steward donors and major gift prospects.
- Research, write, and manage grants and foundation relationships.
- Develop and steward corporate sponsorships.
- Coordinate fundraising campaigns, donor events, and stewardship initiatives.
- Maintain the donor database (CRM), process gifts, issue tax receipts, and prepare fundraising reports.
- Support Board fundraising initiatives and donor engagement.

## Required Qualifications

- Minimum three years of nonprofit fundraising or development experience.
- Demonstrated success writing grant applications.
- Excellent communication, organizational, and relationship-building skills.
- Experience using donor databases or CRM systems.

## Preferred Qualifications

- Knowledge of the Canadian arts funding landscape.
- Exposure to major gifts, donor stewardship, or corporate sponsorships.



## The Ideal Candidate

You are a proactive relationship builder who thrives in a collaborative, entrepreneurial environment and is passionate about the arts. You are organized, self-motivated, and excited by the opportunity to build meaningful relationships that strengthen Necessary Angel's future.

## Why Join Necessary Angel?

This is more than a fundraising role—it's an opportunity to work alongside an experienced philanthropic consultant and a Board member with extensive fundraising expertise while making a meaningful impact at Necessary Angel.

## Work Hours & Compensation & Benefits

- Full-time position Monday-Friday with flexible hybrid working conditions
- Occasional evenings or weekends for donor events may be required
- Reports to the Artistic Director and General Manager
- Annual Salary of \$60,000-65,000, commensurate with experience
- Vacation and Paid sick leave in accordance with Ontario labour laws
- Opportunity to contribute meaningfully to Canadian theatre
- A supportive and creative work environment that values innovation, inclusion, and artistic risk

## Application

To apply, please send the following to [info@necessaryangel.com](mailto:info@necessaryangel.com) with the subject line *Development Manager Application* :

- A short cover letter expressing your interest in the role and in Necessary Angel
- Your resume
- (Optional) A brief writing sample (e.g. donor communication, grant excerpt)

Applications will be reviewed on a rolling basis until the position is filled. Early applications are encouraged.

Necessary Angel Theatre Company is committed to equity, diversity, and inclusion and accessibility, and strongly encourages applications from Indigenous, Black, and racialized candidates, artists, newcomers, persons with disabilities, and members of the 2SLGBTQIA+ communities and persons who identify with other equity-deserving groups. We are committed to building a diverse and inclusive environment that reflects the vibrancy of the communities we serve.

We thank all everyone for their interest and submissions. Only those selected for an interview will be contacted.