



- Please Post/Circulate -

Employment Opportunity: Fundraising Manager, imagineNATIVE Film + Media Festival

imagineNATIVE is an Indigenous-led charitable organization committed to a greater understanding of Indigenous peoples, cultures, and arts and to the development and promotion of Indigenous media artists and their work. This is a dynamic opportunity to be part of one of Canada's most successful arts organizations and one of the leaders in Toronto's vibrant independent film festival scene. The role brings with it a high profile in the arts and Indigenous communities in Canada and internationally.

The **Fundraising Manager** is responsible for supporting, tracking and overseeing all imagineNATIVE related fundraising activities including: corporate sponsors, community sponsors, foundations, giveaway initiatives, memberships and both corporate and individual donor initiatives. The Fundraising Manager must work well through inter-departmental collaboration, and have a mentor mindset. The Fundraising Manager oversees the Fundraising team, and works closely with the Fundraising Coordinator, leading on all fundraising initiatives and reports to the Associate Director.

Responsibilities include but are not limited to:

Fundraising and Development:

- Creation of partner Letter of Agreements and continual review of existing agreement templates
- Overview of existing agreements as necessary
- With support from the Fundraising team, solicit and secure community organization partners for Festival;
- Stewardship: maintain current and build new relationships with donors, corporate, and community private sector partners;
- Oversee and manage any contracted third-party relationships relating to fundraising initiatives and partnership opportunities, ensuring communications and fundraising goals are met, including Leadership and other members of the team when necessary
- Maintain the internal tracking Fundraising documents/boards - as well as the Fundraising Main Timeline. Tracking donor calls, and sponsorship deadlines;
- Maintain Sponsor-tracking workbook (organizing details pertaining to individual corporate sponsors, tracking deliverables e.g. trailers, logos, ads);
- Work with the Fundraising Team to solicit and coordinate all partner deliverables as they relate to acquiring content for publications (Catalogue, Events and Website)
- Identify new supporters and pitch contributions;

- Assist with items related to Foundation applications (seeking new prospects, sourcing support material, contributing to drafts);
- With guidance from Leadership oversee solicitation of individual donors through targeted campaigns;
- Oversee Giveaway, working with Programming, Fundraising, Technical Production and Guest Services to acquire partners and materials for digital or physical mail-out of gifts;
- Connect and delegate tasks as deemed necessary to the Fundraising team for all Giveaway initiatives
- Establish timeline and work within budget to deliver aspects related to Sponsorship
- Act as supervisor to the Fundraising team to become familiar with fundraising software, tracking systems, and departmental templates (Foundation Search, letters of agreement);
- Develop some grant-writing skills and written pitch skills.
- Tracking and collecting statistics from the annual Festival and year-round initiatives for grant applications, and reporting and preparing data for sponsor proposals.
- Leading on Individual Donor Initiatives, creating seasonal campaigns, stewardship initiatives and dissemination of annual donor tax receipts.

Stewardship and Special Events

- Lead on the creation and execution of selected sponsor-related events (Gala/Events, pre-screening receptions, Corporate sponsor receptions, VIP film screenings), creating timelines, budget, reception packages;
- Attend meetings with Fundraising staff and Festival Stakeholders as needed;
- Lead on other special sponsor events: Fundraising events, VIP dinners and other off-season screenings.

Festival Coordination + Execution and General tasks

- Lead in the planning and execution of Sponsor receptions, Sponsor Benefits during the Festival;
- Guide and mentor fundraising administrative staff
- Update Fundraising and Development contacts in database and on delegate's list
- Assist as a team-member with basic administrative duties to ensure the office environment is professional and efficient.
- Post-Festival reporting with leadership on fundraising and partnerships, including updated contact lists.
- Participate in job-related training activities as necessary;
- Prepare board reports as requested by the Executive Director and Associate Director
- Prepare annual Festival post-mortem

Skills and Qualifications

- Experienced as a Fundraising Lead for a large-scale event or organization
- Knowledge about and experience in the Indigenous film, television and screen-based industries, festivals and the independent arts and media landscapes in Canada
- Knowledge of international Indigenous film and media arts an asset
- A demonstrated interest in Indigenous communities

- Great attention to detail and strong organizational, communication and leadership skills
- Strong effective writing and verbal communication and interpersonal skills
- Ability to work on multiple projects/initiatives simultaneously and meet deadlines
- Works well in a team and independently
- Positive, professional, solution-focused approach
- Excellent computer skills (G Suite, Monday.com., Excel, Microsoft Suite) and a willingness to be trained
- Financial proficiency and expense budget management experience

Requirements

- 5+ years of experience in a leadership position as a Fundraiser – preferably for an arts/Indigenous organization(s)
- Must be able to work from home with own computer/laptop, phone, and reliable internet
- This is a remote position, but requires some proximity to Toronto to conduct some in-office work on occasion as well as to attend special events, staff outings, and other team building activities
- **Must be available to work the annual festival (first week in June)**

Additional Details

- Salary: \$65,000 - \$70,000 per annum for full-time (40 hours per week)
- 4 Weeks of paid time off (2 weeks paid vacation + 2 weeks paid time off for holiday closure in December/January)
- Supplementary health benefits
- Submit CV/Resume and cover letter to: employment@imagineNative.org with the subject "Fundraising Manager"
- Although not a requirement, preference will be given to applicants who are Indigenous
- Ideal hiring for this position would begin immediately
- Posting will remain open until a suitable candidate has been found

imagineNATIVE is proud to have a dynamic and diverse staff, with the majority being Indigenous individuals. We are committed to achieving and maintaining a team that reflects and affirms the diversity of our society and works together to provide a discrimination-free environment characterized by respect and equity where people can realize their full potential.

Should you require any accommodations in the application process, please contact:
employment@imagineNATIVE.org