



JOB POSTING: ONE YELLOW RABBIT DIRECTOR OF DEVELOPMENT

One Yellow Rabbit is a leading-edge cultural institution in Calgary, dedicated to enriching the community through innovative and diverse theatrical productions. We are seeking a driven Director of Development who is passionate about the arts, deeply connected to community, and ready to help shape our future.

The ideal candidate should have a passion for the performing arts and bring an eager spirit of ingenuity and innovation. They have experience in fund development and strategic leaderships, while maintaining an ability and willingness to learn with a can-do attitude. A strong sense of resiliency and adaptability will help to establish our first formal fund development program in our 40-year history.

Summary

The Director of Development is a dynamic and strategic leader responsible for overseeing all fundraising efforts at One Yellow Rabbit. To support this core fund development work, this position will also have key marketing and communications, and government relations responsibilities.

Reporting to the Managing Director, the Director of Development will work closely with the Management Team, Board of Directors, and key artistic leadership to develop and execute strategies that enhance our revenue streams and relationships with key interest holders.

Key Responsibilities

This job description outlines the primary duties and responsibilities of the position and is not intended to be all-inclusive. The employee may be required to perform other duties as assigned by Managing Director.

Fundraising

- Develop and implement comprehensive fundraising strategies to cultivate and solicit major gifts, corporate sponsorships, foundation grants, and individual donations.
- Lead the planning and execution of a multi-year strategic fundraising campaign including performance metrics, ensuring alignment with the theatre's mission and strategic goals.
- Lead the planning and execution of ongoing annual fundraising efforts including performance metrics to support ongoing operational revenue.
- Develop and oversee donor recognition programs and ensure proper stewardship practices are in place.
- Monitor and report the progress of campaign and annual fundraising plans.
- Build and maintain strong relationships with current and prospective donors, ensuring high levels of engagement and satisfaction, including strategic support of management team and board members in relationship building.
- Key member of the leadership team and an executive liaison with the Board and Development Committee.
- As organizational revenues grow, design an optimized fund development team and recruit and manage additional fund development team members.

- Engage volunteers for special fund development projects using established volunteer management practices
- Provide leadership and coaching to operational teams and board.
- Provide strategic oversight for the planning, execution, and assessment of development budgets, policies, systems, and procedures
- Maintain accurate and up-to-date donor and fundraising data in the Tessitura database, respecting the privacy and confidentiality of donor information
- Uphold ethical fundraising practices in alignment with the Donor Bill of Rights and the AFP's Code of Ethical Principles and Standards.

Marketing and Communications

- Collaborate closely with Communications and Marketing to ensure consistent, compelling messaging and branding across all platforms that support fundraising initiatives, enhance donor engagement, and align with the organization's strategic goals.
- Collaborate with Marketing and Communication and Managing Director to execute strategic sponsorship opportunities for company programming as well as specifically for the annual High Performance Rodeo festival in collaboration with Company Producer.
- Ensure alignment between campaign communications and ongoing sales and marketing efforts so they are cohesive, coordinated, and reinforce one another.
- Strengthen the organization's brand and visibility in the community by championing its mission and impact.

Government Relation Support

- Support the Management Team and Board to develop and maintain relationships with local, provincial, and federal government officials and agencies.
- Work with the Company Manager to support efforts to secure government funding in support of both campaign and ongoing operations.
- Monitor legislative and regulatory developments that impact the theatre and provide timely updates to the Management Team and Board.
- Support the coordination of visits, meetings, and communications with government representatives to promote the theatre's interests.

Qualifications

- Degree in Business Administration, Marketing, Communications, Nonprofit Management, or a related field, or equivalent experience.
- Minimum of 7 years of experience in fundraising, marketing, communications, or government relations, with a proven track record of leading successful campaigns and securing seven-figure gifts.
- Experience in the arts, cultural, or nonprofit sectors is highly desirable.
- Demonstrated ability to develop and implement strategic plans that achieve organizational goals.
- Exceptional interpersonal and communication skills, with the ability to engage and inspire diverse audiences.
- Strong leadership and management skills, with experience supervising and mentoring staff to support current and future work
- Proven ability to build and maintain relationships with donors, sponsors, government officials, and other key stakeholders.
- High level of integrity, professionalism, and commitment to the mission of the theatre.

Compensation

- Salary is commensurate with experience (in the \$90,000 to \$110,000 annual range).
- Benefits include a company health plan, a work from home policy and can include training and development opportunities.
- This position requires availability outside of standard office hours, including some evenings and weekends to support performances, events, and community engagement activities.

Interested candidates should submit a resume, cover letter, and references to John Dunn, Managing Director of One Yellow Rabbit, at jdunn@oyr.org by **August 31st, 2025**.

One Yellow Rabbit is an equal opportunity employer and encourages applications from all qualified individuals. Please include " Director of Development" in the subject line. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Please visit www.oyr.org to learn more about One Yellow Rabbit and the High Performance Rodeo.