

## DIRECTOR OF DEVELOPMENT

**DEADLINE: September 5, 2025**

Kay Meek Arts Centre is a performing arts venue in the heart of West Vancouver. Every year KMAC presents a season of 80 concerts, plays, dance performances, films and other special events in the 500-seat Grosvenor Theatre and the intimate McEwen Studio. When not being used for its own presentations, the Kay Meek Arts Centre facilities are available for rental to arts and community groups, including the West Vancouver School District (SD45). This combination of hosted presentations and community rentals translates into more than 300 performances annually.



The values of the Kay Meek Arts Centre are *Learning, Leading, Welcoming and Engaging*.

We value diverse perspectives, experiences and cultures, are committed to fostering inclusivity in our workplace and welcome applications from candidates of all backgrounds.

**WEBSITE:** <https://kaymeek.com/>

### Job Description

The Kay Meek Arts Centre is seeking a strategic, passionate and purpose-driven Director of Development to support the organization to achieve its strategic and operational objectives. Reporting to the Executive Director, the Director of Development will also work closely and collaboratively with the Development Committee and the Board of Directors.

Having celebrated its 20<sup>th</sup> anniversary in 2024, the Kay Meek Arts Centre is at a pivotal moment. The ideal candidate for this position is mission-driven, innovative and highly motivated to build a multi-year campaign, supporting the growth potential of this unique arts facility.

### Responsibilities

In collaboration with the Executive Director and the Development Committee / Board of Directors, create, plan and execute a comprehensive and robust fundraising campaign that incorporates individual giving, private and corporate sponsorships, major gifts, naming opportunities, planned giving, and other fundraising activities and events. As part of this multi-year campaign, the Director of Development will:

- Research, cultivate and steward prospective and emerging donors and sponsors
- Manage, track and renew all existing relationships with donors and sponsors
- Promote a culture of philanthropy across internal and community stakeholders

- Coordinate and manage internal and external communications related to development activities, including proposals, agreements, personalized recognition and impact reporting
- Manage and determine budgetary targets; contribute to financial reporting
- Plan and manage donor appreciation and fundraising events
- Manage the creation of development materials
- Facilitate a positive internal team culture

### **Qualifications**

- Post-secondary education in a related field
- Five years experience and proven success in a development role
- Passion for the arts; experience working in the performing arts is preferred
- Superior written and verbal communication skills
- Personnel management experience is preferable
- Digital skills: MS Office and Google Workspace; experience with Spektrix is an asset
- Valid BC Driver's License

### **Personal Attributes**

- Mission-driven; strong organizational skills with the ability to manage diverse projects
- Collaborative by nature with excellent interpersonal skills for a diverse range of stakeholders and contacts
- Ethical, respectful and accountable
- Able to innovate and adapt within a dynamic environment

### **Compensation and Benefits:**

Compensation is \$95,000 including a comprehensive benefits package with the possibility of exceeding this amount based on performance and organizational growth.

There is an opportunity for hybrid work.

### **HOW TO APPLY**

Please submit a cover letter and CV by email to: [Melissa@kaymeek.com](mailto:Melissa@kaymeek.com)

Please note 'Director of Development' in the subject line.

We thank all applicants for their interest; only those selected for an interview will be contacted.