

## 2018 JOB DESCRIPTION: DEVELOPMENT MANAGER

Founded in 1997, the **Toronto Reel Asian International Film Festival (Reel Asian)** is a unique showcase of contemporary Asian cinema and work by East, South and Southeast Asian artists and the Asian diaspora. As Canada's largest Asian film festival, Reel Asian provides a public forum for Asian media artists and their work, and fuels the growing appreciation for Asian cinema in Canada. In addition to the annual film festival, Reel Asian organizes year-round programming and educational initiatives in partnership with local schools and arts organizations around the GTA. Reel Asian celebrated its 22<sup>nd</sup> annual festival November 8-16, 2018.

### Position Summary:

The Development Manager oversees the strategy, outreach and development of fundraising initiatives for the organization, including corporate sponsorship, membership and individual giving. This position reports to the Executive Director and is a full time, permanent position.

### Requirements:

The ideal candidate will have

- Minimum three years relevant experience in corporate and individual fundraising for a non-profit or arts & culture related corporation
- Experience with government granting processes an asset
- Excellent verbal and written communication skills
- Access to well-developed network of corporate contacts
- Ability to create and grow long term, mutually beneficial partnerships
- Good knowledge of the film and entertainment industry and/or Asian cultural affairs
- Ability to problem-solve in fast-paced, team-oriented environment
- Ability to multi-task and deliver results
- Demonstrated experience in managing and empowering a staff team
- Experience speaking with media, public and stakeholders
- Fluency in Asian language considered an asset

### Salary & Benefits:

- 5 days a week; some evenings and weekends required
- 2 weeks paid vacation
- Salary commensurate with experience
- Health benefit coverage
- Flexible working hours
- Professional development supplement

### Responsibilities:

- Review current corporate sponsorship structure to ensure benefits and marketing value are aligned with pricing strategy
- Work closely with Executive Director to set revenue targets for each development stream and oversee development critical path to ensure key deadlines are met
- Work closely with Marketing department to ensure all marketing assets are updated to receive donations with clear charitable mandate
- Liaising with Marketing, Operations and Special Events departments to assist with sponsor negotiations and ensure sponsor recognition benefits and obligations are fulfilled during festival events
- Develop strategy to improve the marketability of current industry and education properties as sponsorship opportunities
- Researching potential sponsors, preparing corporate sponsor proposals, securing new and renewing corporate sponsors including Major Sponsors, Premier Sponsors, Special Sponsors, Hospitality Sponsors, and Industry Sponsors
- Manage individual giving and membership campaigns, including outreach to potential members and donors, tracking membership, managing payments, managing Member benefits, and assisting with a Membership recruitment event

- Oversee a committee of 6-8 development volunteers including meeting agenda preparation, minute taking, meeting follow up and planning
- Other duties as necessary

**Application Deadline: January 4, 2019**

**Start Date: February 4, 2019**

Apply with CV, cover letter and 3 references to: jobs [at] reelasian [dot] com (include “Development Manager Application” in subject line) or in writing to:

Toronto Reel Asian International Film Festival  
401 Richmond St W, Suite 448  
Toronto, ON M5V 3A8

No phone calls or drop-ins please. For more information about Reel Asian, visit [www.reelasian.com](http://www.reelasian.com).

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

Reel Asian welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Reel Asian is an equal opportunity employer.