

Reel Asian

Founded in 1997, the [Toronto Reel Asian International Film Festival](#) (Reel Asian) is Canada's largest pan-Asian film festival and a year-round cultural organization dedicated to championing Asian, Asian Canadian and diasporic artists and storytellers.

The **Development and Fundraising Manager** will report to the Executive Director and Associate Director and manage departmental staff, including the Senior Coordinator, Partnerships & Stewardship.

Deadline for applications: August 14, 2026 at 11:59PM EDT

Employment timeline:

- **Employment start date:** September 1, 2026
- **Employment end date:** August 31, 2027

Salary and benefits:

- \$60,000 - FT hours
- Some flexibility in scheduling and can offer hybrid working environment, however, one day at minimum required in office per week
- Two weeks paid vacation per year (plus two weeks paid time off during holiday closure in December/January)
- Social, film, art and cultural activities

Duties and Responsibilities, include:

Corporate Sponsorship, foundations, and partnerships

- Strategize on and lead all fundraising activities, in collaboration with the Development Department, Development Committee, and Reel Asian staff
 - Establish annual fundraising plan with adaptive and innovative strategies to increase organization's revenue
- In partnership with the Executive Director and Associate Director, manage a portfolio of sponsors, foundations, grants, and individual accounts
 - Renew returning sponsors and secure new sponsorship to meet the organization's revenue goals
- Actively build and manage a pipeline for new individual, corporate and foundation support for mutually set goals for both revenue and cultivation activity, including researching potential supporters whose philanthropic goals align with Reel Asian's mandate



- Oversee the creation of engaging and targeted proposals for individual and corporate support, write or support the writing of grant applications for institutional and public sector funders, and create broad-based direct response campaign appeals to reach a wide range of potential and current donors
- After the annual festival in November, lead the creation of effective impact reports to demonstrate the results of key supporters involvement to be disseminated to sponsors, donors, and funders
- Represent Reel Asian in a professional manner at development-related events, the festival, and other public events as required
- Collaborate cross-functionally with Marketing, Programming and Operations departments to design sponsorship activations and opportunities and fulfill sponsorship and partnership benefits. Activities include Asian Heritage Month and year-round partnerships with corporate sponsors.
- Plan sponsorship and donor stewardship and engagement opportunities at Reel Asian's year-round and festival events

Membership & Individual Giving

- Manage and oversee the festival's membership program and individual donation program with over 100+ members and donors, with support of Senior Coordinator, Memberships & Donations
- Manage and grow the festival's patron circle and major donors in partnership with the Executive Director and the Fire Horse Awards Committee
- Strategize for continued growth for membership, individual giving and patron circle program
- Design and oversee the implementation of benefits for members and stewardship activities for donors and patrons

Other tasks

- Act as the staff lead for the festival's annual fundraising event, Fire Horse Award Gala, and collaborate with the team and volunteer committee to execute the event
- Manage development staff and develop clear roles, responsibilities, and actionable goals for the team while maintaining a culture of respect and collaboration
- Support the Executive Director and Associate Director to write government and foundation grants and/or prepare materials for final reports
- Support the Executive Director and Associate Director with the oversight of development and finance tools and strategies including systems for pipeline management, revenue forecasting, and financial tracking/reporting.
- Work with the Board's Development Committee to cultivate sponsorship, membership and donor prospects

Database Management and Data Integrity

- Oversee the use of the database (currently Salesforce and Elevent) to track all supporter and prospect activity, allowing for efficient reporting on fundraising progress to staff and board
- With the support of Operations, lead database management to ensure sponsor, donor and member records are maintained in accordance with privacy, confidentiality, and data protection standards.
- Ensure consistent documentation across fundraising, membership, event, ticketing, and engagement activities to support a fuller view of constituent relationships.

Reporting, Collaboration, and Documentation

- Collaborate across departments with Marketing, Programming, and Operations to ensure the execution and fulfillment of the responsibilities.
- Develop process documentation and internal procedures to improve accuracy, and efficiency of donation processing, and database workflows.
- Prepare a post-mortem report post-festival, Fire Horse Award, and other significant events as needed with the support of the Development Department.

Organizational Relationships:

- Reports to Executive Director and Associate Director
- Interacts with various levels of staff, visitors, members and volunteers

How to Apply?

Please submit your resume and cover letter to Kelly Lui, Associate Director, by email to jobs@reelasian.com with 2026 Development and Fundraising Manager in the title. Deadline for applications is August 17, 2026 at 11:59PM EDT. All applications will be reviewed but only those selected for interviews will be contacted.

For more information about Reel Asian, visit www.reelasian.com