

JOB POSTING – Toronto Alliance for the Performing Arts – TAPA

Development Officer Deadline: Tuesday, August 20, 2024, 5:00 pm

About this position

Part-time – 16 hours per week, salary \$20,000

Six-month contract position to end February 2025

Location: 1100 Bathurst Street (fully accessible workplace).

TAPA seeks an energetic, confident, self-motivated, highly organized individual to join our team in the role of **Development Officer**. Working together with the Executive Director and the Fundraising Committee, the **Development Officer** works to ensure the financial viability and stability of TAPA in achieving sponsorship targets for TAPA programs and the Dora Mavor Moore Awards.

The Development Officer will:

- Identify corporate, foundation and private sector donor prospects
- Develop and execute fundraising strategies for TAPA assets programs including TRIP and TREAM
- Foster ongoing relationships and manage communications with existing sponsors and partners
- Ensure effective and appropriate donor recognition, acknowledgement and reporting

Dora Mavor Moore Awards (DMMA)

- Responsible for prospecting, renewal and achieving financial targets as the primary contact in ongoing stewardship of existing DMMA financial and in-kind sponsors
- Maintain and update DMMA sponsor and partnership database

About TAPA TAPA is a leading not-for-profit arts service organization that serves 119 professional theatre, dance and opera companies in the city of Toronto. TAPA is in a unique position in that it represents three separate disciplines, and the membership reflect a spectrum of diverse artistic and cultural practices explored and presented on Toronto stages. The scope of work on Toronto stages is unparalleled, and is recognized every year in the Dora Mavor Moore Awards, Canada’s largest and oldest professional theatre, dance and opera award show produced by TAPA. Additional programs and services include hipTIX, offering \$10 tickets to students between the ages of 14 and 29; the TAPA TRADE SERIES, the Commercial Theatre Development Fund; The RBC Emerging Artists Mentorship Program – TREAM, The Ray Ferris Innovation and Sustainability Grant, and the Travel Retreat Initiatives Program – TRIP.

Board of Directors

Michael Sinclair
President

William Milne
Treasurer

Natalie Sandassie
Secretary

Chris Goddard
P.A.I.S. Board
President

Gideon Arthurs
Lisa Marie DiLiberto
Lucy Eveleigh
Indrit Kasapi
Kevin Ormsby
Gloria Mok
Victor Pokinko
Colin Rivers
Gerard Roxburgh

Application details TAPA honours all narratives, values all people, and is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diversity of Toronto. We strongly encourage qualified applicants from diverse communities to apply including Indigenous peoples, racialized persons/persons of colour, persons with disabilities, women, 2SLGBTQAI+ persons, and others who may contribute to fostering innovative ideas and solutions.

Send your application to Executive Director Jacoba Knaapen at jacobak@tapa.ca

Deadline 5:00pm Tuesday, August 20, 2024, 5:00pm

- Include a detailed cover letter stating why you are interested in this position and a current CV

Please note that only applicants selected for an interview will be contacted.

Send cover letter and resume to Jacoba Knaapen, Executive Director: jacobak@tapa.ca