



FUND DEVELOPMENT MANAGER (KMA Consultants Inc. Associate Counsel)

May 29, 2025

KMA Consultants Inc is hiring Associate Counsel for KMA, to serve as Fund Development Manager at the Saint John Theatre Company in Saint John, NB.

If you are the successful candidate, you'll be fully immersed in the life of this dynamic not-for-profit arts organization while laying the foundation for its long-term sustainability. You will have a major impact on a valuable organization, and enjoy working where your leadership is respected, and your results are celebrated.

PURPOSE OF THE POSITION

KMA Consultants Inc. (KMA) is supporting the Saint John Theatre Company (SJTC) as SJTC builds a robust and sustainable annual fund program.

KMA is acting as the Director of Fund Development at SJTC. This is a new role, reporting to the Executive Director and working closely with the senior staff team.

As an employee of KMA Consultants, and under the direction of KMA senior counsel, the Fund Development Manager will build up all areas of fund development and donor communications. The Fund Development Manager will lead in raising funds today and in laying the foundation for sustainable fundraising that ensures emerging needs are met.

WHO WE SEEK

The ideal candidate is a self-starting fundraising professional with the following skill sets and experiences:

Key experiences

- creating and/or managing and/or supporting a multi-faceted development program
- creating effective donor communications and managing donor relations
- progressively more responsible employed positions.
- working in fundraising for an arts organization
- direct engagement with donors and sponsors including solicitation

Preferred education and other qualifications

- BA or advanced degree in public relations, marketing and/or fundraising or equivalent
- CFRE (Certified Fund-Raising Executive) credential and membership in the Association of Fundraising Professionals (AFP) are assets.

Technical skills/education

- Professional understanding of and experience delivering:
 - contemporary multi-faceted fundraising, including varied sources of donation revenue, their roles, and how each is planned and executed
 - donor-oriented communications
 - donor motivations and dynamics affecting donations
- Experience using donor management databases, including generating standard and customized reports
- Proficiency in English-language communication and writing skills to interpret SJTC in compelling ways to varied audiences
- Proficiency in common office productivity software such as MS Office for business

Other requirements

- A flexible schedule to accommodate events, weekend and evening meetings and management duties that arise.

JOB SPECIFICATIONS

- This is a one-year contract with KMA Consultants Inc. with an option to renew, subject to certain conditions.
- This is full-time work, primarily in our client's offices, with some flexibility of hours and occasional work from home, to be negotiated with the successful candidate.
- Remote work conducted primarily from outside of Saint John is not an option.
- A Criminal Records Check will be performed before an employment agreement is finalized.

Salary: \$48,000-\$57,000 plus benefits

Start date: As soon as possible once a qualified candidate is identified

Send your inquiry and resume to: matthews@kmaconsultants.ca

Please do not call first. We will respond quickly. In your inquiry, please highlight any experience you have in arts organizations.

References: References will eventually be required. You can send them with your application or provide them later.

Our guarantee: Every inquiry will receive a reply.