

Belfry Theatre Job Posting

Development Coordinator

Organization:	Belfry Theatre
Position:	Development Coordinator
Employment:	Fixed Term Contract (Full Time) to August 28, 2027, Onsite
Deadline:	September 17, 2026 (Applications will be reviewed as received)
Location:	Victoria BC

ORGANIZATION DESCRIPTION

Located on the territories of the Lekwungen speaking peoples, the Belfry Theatre is Victoria BC's largest professional not-for-profit theatre. As a professional theatre company, we are dedicated to producing contemporary plays, with an emphasis on Canadian work, and to promoting artistic, cultural, and educational events in the Greater Victoria Region.

Each season the Belfry produces or presents four to six primarily Canadian contemporary plays and presents productions from across Canada as part of our annual SPARK Festival. The company actively commissions and develops new work from the national community, hosts local artists and companies, and provides access to several community organizations. For more information, please visit belfry.bc.ca

This is an exciting time to join the Belfry team as we launch our 51st season, programming and artistic outreach. We are increasing our revenues to maintain our heritage venue and support our expanding role within our community. The Development Department is vital to the Belfry's success in generating funds from donations, sponsorships, and events.

JOB DESCRIPTION:

Reporting to the Director of Development, the Development Coordinator is a full-time, onsite, contract position until August 28, 2027, with the possibility of extension. The position involves working collaboratively on fundraising events and extensive stewardship of donors and sponsors. The position entails working in a busy two-person fundraising department with general team, board, and committee support, with good opportunities for growth and collaboration. Occasional evening and weekend hours are required (with time off in lieu).

If you are looking to make a difference in the arts sector and develop a career in fundraising or not-for-profit administration, this could be the ideal opportunity for you.

Responsibilities Include:

- Coordinate a range of donor and fundraising events including logistics, maintaining guest lists and generating name tags
- Build relationships with sponsors and donors through positive communications and outreach in the community.

- Assist with the stewardship of supporters including tracking benefits, conducting tours, maintaining correspondence, and phone calls
- Generate donor and sponsor recognition materials, and build lists for direct mail campaigns, theatre publications and events;
- Generate tax receipts and thank you letters using Excel and Spektrix, a Customer Relations Management (CRM) software
- Assist with foundation grant applications and reports for program funders
- Update website and create social media posts for development purposes
- Coordinate, support and minute-taking at fundraising committee meetings

QUALIFICATIONS and COMPETENCIES:

- Knowledge of any CRM software is an asset, with specific list-building capabilities.
- Fundraising-related experience is preferred
- Self-motivation, an ability to work independently and within a team environment
- Exceptional written and verbal communication skills, and social skills
- Strong organizational and administrative skills with superior attention to detail
- Proofreading and editing skills
- Experience working for a professional arts organization
- Above average competency with Microsoft Office, especially Word and Excel, including sort functions.
- Candidates must be legally able to work in Canada

COMPENSATION:

- Salary will be pro-rated based on \$50,000-\$55,000 per annum commensurate with experience and qualifications
- Health benefits will be offered after a 90-day probation period.
- The Belfry offers one-week administrative closures during the winter and summer.

HOW TO APPLY:

The Belfry is strongly committed to the principles of Equity, Diversity & Inclusion.

The Belfry is largely an accessible facility, and further accommodation would be made for persons with physical disabilities. We encourage all qualified candidates to apply.

Please send your cover letter and resume addressing the above requirements and assets in a single document in .pdf, .doc, .docx format only, and ensure your subject line is "Development Coordinator" to jobs@belfry.bc.ca

Start date for the position is negotiable, with a preferred start date of October 19, 2026.

The Belfry thanks all applicants but only those selected for an interview will be contacted.