

Development and Communications Manager

DOXA is presented by The Documentary Media Society, a Vancouver based non-profit, charitable society (incorporated in 1998) devoted to presenting independent and innovative documentaries to Vancouver audiences. Our mission is to support a better understanding of the complexity of our times through engaging the public in documentary media as an art form. The 19th annual DOXA Documentary Film Festival will take place May 7 through 17, 2020. DOXA will present the Vancouver Podcast Festival November 7 through 10, 2019. The Documentary Media Society is a member tenant of the 110 Arts Co-op which manages The Post at 750 office and studio facilities.

Job Summary

The Development & Communications Manager will work closely with the Director of Programming and the Business and Finance Manager to provide organizational leadership and strategic planning and direction. This individual is responsible for executing effective development and communication strategies while working within the mission, vision, and values of DOXA. An ideal candidate possesses leadership qualities, is proactive, collaborative, self-motivated, organized, and passionate to strengthen our community.

We're looking for an enthusiastic and sociable individual who is passionate about the arts to join our small team. This is a unique opportunity to learn and expand your skills within an open-minded mid-size festival that operates within a collaborative, horizontal management style.

Primary Responsibilities

Development/Fundraising

- Lead, foster, and maintain DOXA's partnerships with key sponsorship partners
- Maintain relationships with existing donors and work to grow donor base
- Research new fundraising opportunities and increase revenue streams from sponsorships, fundraising events and individual donations
- Manage a dynamic year-long calendar of fundraising campaigns, programs and events
- Maintain accurate records of all sponsorships and donations
- Oversee advertising sales through a third party company to ensure sales targets deliverables are met
- Negotiate and manage sponsorship agreements and deliverables
- Conduct research to identify individual, government and corporate funding prospects
- Cultivate relationships with like-minded organizations and community members
- Provide support in setting financial targets and meeting organizational short and long-term goals
- Prepare fundraising and sponsorship materials (may include grant applications, sponsorship proposals and contracts, impact reports, donor communications, etc.)

Secondary Responsibilities

Communications/Marketing

- Collaborate with DOXA team to produce external communications, including newsletters, press releases as well as content for website and social media platforms
- Develop and implement new marketing strategies to increase community engagement and overall awareness of DOXA programs

Education/Qualifications

- Completion of post-secondary program in a related field and/or relevant work experience in non-profit management, fundraising and/or business development, ideally in an arts and culture environment
- Experience with communications, event planning, customer service and marketing
- Experience managing social media and online communications
- Highly motivated and willing to support organizational needs beyond primary responsibilities
- Positive, professional demeanor. Very comfortable with donor relations
- Ability to multi-task and manage multiple priorities
- Superior attention to detail and deadline-oriented



**DOCUMENTARY
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T: 604.646.3200

E: info@doxafestival.ca

- Sales and data management experience
- Proficient in a range of computer software programs, particularly Microsoft Office, G Suite and online tools: Salesforce or equivalent CRM preferable
- Proficiency in Adobe InDesign, Illustrator, Photoshop and Premiere software is an asset
- Thrives in an open office work environment

Do you feel that you could help DOXA reach new audiences and communities? Tell us how in your cover letter. We are looking to find the right person for our team, with relevant skills and experience who is willing to learn and work with us.

We strongly encourage applicants with lived experience, from First Nations communities, people of all races, colours, ethnic origins, religions, abilities, sexual orientations, and genders to apply. We thank all candidates for applying; however, only those selected for an interview will be contacted.

Start Date: TBD

Position Type: Permanent Full-Time

Salary: 38,000-42,000 includes benefit package.

Deadline to apply: Thursday, August 14, 2019