

## Front Row Centre Players Society

375 Bermuda Dr NW  
Calgary, AB T3K 2J5

Alberta Registered Charity  
892438565 RR 0001



info@frontrowcentre.ca  
www.frontrowcentre.ca

403-246-8505

August 7<sup>th</sup>, 2015

## FRC is Seeking an Eager Individual to act as Fund Development Director

### Description of the Position

The Fund Development Director is a volunteer leadership position appointed by the FRC Executive by the authority of the members of the society. Reporting to the Board President, the Fund Development Director is the member of the Board of Directors responsible for the coordinating sponsorship, grant, and fundraising efforts for the society. Although this is a volunteer position, you will be part of a fun-loving and exciting group and an essential part of a successful community musical theatre company.

### Duties of the Position

- Attend monthly board of directors meetings (usually held on a weekend morning or weekday evening)
- Prepare a monthly report for the board of directors
- Maintain and manage a small team of 2-5 volunteers that meets regularly (some recruitment required)
- Present and maintain an annual sponsorship engagement plan to supplement ticket sales and grant revenue
- Spend a few hours each week seeking out and engaging new sponsorship opportunities
- Coordinate AGLC requirements for fundraising when required
- With the assistance of your committee:
  - Seek out new sponsorship and fundraising opportunities

### Preferred Competencies

- Ability to work with a team
- Ability to manage a small group
- Time sensitivity; ability to work to tight deadlines
- Basic computer skills - communication by e-mail is a definite must;
- Sponsorship negotiation
- Most important is enthusiasm and a passion for musical theatre!

## **About Front Row Centre Players**

Front Row Centre Players Society is a not-for-profit, volunteer driven, community theatre organization. Founded in 1987 as a church group, FRC was officially incorporated in 1988 and presented their first show, Jesus Christ Superstar. Since then, the company has grown to one of the premier community theatre organisations in the city.

FRC currently produces 4 main stage musical productions in each season, using more than 200 volunteers each year in a multitude of roles. FRC is governed and run by a 14 member volunteer board formed from a mix of elected and appointed directors.

FRC is supported by the Alberta Lottery Fund, Alberta Foundation for the Arts and Calgary Arts Development Authority.

## **How to Apply**

No resume is required, please send a letter of interest, stating why you think you are appropriate candidate for this position via e-mail to Darren Stewart, President, at [president@frontrowcentre.ca](mailto:president@frontrowcentre.ca).

**The deadline to apply is August 20<sup>th</sup>, 2015.**