

TORONTO ARTS _

JOB POSTING

Position:	Director, Development & Engagement
Type:	Full-time permanent
Reports to:	Director & CEO
Direct Reports:	Two
Hiring Salary Range:	\$113,000 - \$125,000
Salary Range:	\$113,000 - \$160,000
Start Date:	September 2026

This posting is for an existing vacancy in the workplace.

Benefits: Medical, dental, prescription drugs and hospital coverage, life and long-term disability insurance effective three months following the start date. Following the first year, the position offers a matching contribution towards a group RRSP of up to 4.5% of salary.

Toronto Arts employees work four days a week from Monday to Thursday with occasional work on Fridays as required

OVERVIEW:

The Director of Development and Engagement upholds the mission, vision, and values of Toronto Arts Council (TAC) and Toronto Arts Foundation (TAF) and advances strategic goals, objectives, and priorities within their areas of responsibility and under the direction of the Director and CEO. They oversee the fund development and engagement aspects of both TAC and TAF including fund development strategy, planning, processes, and reporting; individual giving, major gifts, grant proposals, donor and sponsor relations and stewardship, and private sector partnerships; events strategy and execution; and awards program. The Director will be responsible for a staff team of eight with seasonal contract staff and two direct reporting relationships.

The Director of Development and Engagement is a key member of the leadership team that:

- Sets strategic goals, objectives, and priorities;
- Ensures accountability for results and outcomes;
- Upholds equity, access, and Indigenous self-determination as core values and goals;
- Advocates for and advances the interests of Toronto's diverse arts communities;
- Builds and maintains an inclusive, respectful and collaborative organizational culture; and
- Represents the organizations to public and private stakeholders, including the general public.

The Director of Development and Engagement reports to the Director & CEO. They will work closely with their leadership colleagues and across Toronto Arts Council and Foundation teams to achieve their objectives.

Direct Reports:

- Senior Manager, Development
- Senior Manager, Events & Initiatives

RESPONSIBILITIES:

Strategy, Planning, and Direction

In close collaboration with the leadership team, develops medium and long-term goals and priorities for TAC and TAF, focusing on building a robust and sustainable funding base, optimizing the value and visibility of events and awards, and effectively communicating the relevance and impact of our work. Ensures that TAC and TAF have comprehensive, clear, and ongoing planning, policies, and processes to effectively direct their areas of responsibility. Oversees the development and revision of policies and processes, as needed, and ensures that they are consistently applied.

Fund Development

In close collaboration with the Senior Manager, Development, oversees the TAF fundraising staff team in establishing a framework, strategy, and consistent processes for long-term growth and sustainability of diverse funding sources, opening up new channels of revenue, building and stewarding donor and sponsor relationships, and working with volunteer fundraising committees including TAF board members. Prepares multi-year plans and oversees their successful implementation. Leads and/or participates, as appropriate, in fundraising pitches including major gift solicitation and corporate sponsorships. Oversees the preparation of grant applications, private foundation proposals, and corresponding reports. Creates a supportive and collaborative environment for all team members contributing to fundraising activity.

Events and Awards

Working closely with the Senior Manager, Events and Initiatives, oversees the development of a strategic, effective and cohesive event and awards plan for both TAF and TAC. Evaluates and enhances the effectiveness and impact of events and awards, and develops new approaches as needed to ensure that events and awards meet the ongoing and future needs of the organizations, public and private partners, community stakeholders, sponsors and donors, and Toronto artists and arts organizations. Conducts reviews and makes recommendations on awards policy and program issues. Creates a supportive and collaborative environment for all team members contributing to event and award activities.

Budgeting and Financial Management

Working closely with the Director of Operations, ensures proactive and responsible financial management in areas of responsibility, including monitoring revenues and expenditures and preparing accurate and timely financial reports. Analyzes and interprets financial data for the development of long-range plans and resource needs. Contributes to the preparation of TAF's annual budget and makes multi-year projections in consultation with the Director of Operations, Director and CEO, and TAF Board of Directors. Ensures ongoing tracking and reconciliation.

Human Resources:

In collaboration with the leadership team and working closely with the Director of Operations, develops and advances medium and long-term plans for staffing associated with fund development, events and awards, and public engagement. Manages the recruitment and training of staff under their direction and, if necessary, the termination of their employment. Determines the goals and objectives of the positions under their direction, assigns responsibilities, and conducts annual performance reviews for these positions. Hires and manages external consultants, as needed.

Risk and Issues Management

Works with staff and the leadership team to mitigate risk potential and manage issues as they arise, and to address complaints in a timely and transparent manner.

Other

Additional responsibilities assigned by Director and CEO.

QUALIFICATIONS:

Required

- Proven track record of 12+ years in progressively senior roles in fundraising and advancement, philanthropy, and engagement, preferably in the arts and/or charitable sector.
- Significant experience and proven track record in relationship building and stewardship with a wide range of public, private, and corporate partners, sponsors, donors, and stakeholders.
- Proven experience developing and implementing organization-wide strategies, policies and/or programs to meet strategic priorities and outcomes.
- Experience building a case for support and demonstrating impact through various narrative and performance measurement tools and reporting methods.
- Exceptional leadership and team management skills with proven experience in effectively leading and mentoring collaborative, cross-functional teams.
- Demonstrated experience leading and managing inspirational and effective fundraising and public events.
- Demonstrated commitment to the principles of equity and inclusion, and experience promoting and upholding a respectful work environment.
- Demonstrated ability to build strong relationships and work professionally and effectively with internal and external partners and stakeholders at all levels.
- Strong strategic, analytical, and critical thinking skills.
- Superior organizational and time management skills to prioritize and oversee multiple initiatives simultaneously.
- Strong written, verbal, and interpersonal communication skills.

Assets

- Experience working in the arts and culture sector.
- Knowledge of local arts communities and issues.
- Post-secondary degree in a relevant field.
- Ability to work in French or other languages.

Conflict of Interest restrictions:

The Director, Development & Engagement may not work in any paid capacity with organizations and collectives that apply to or receive funding through Toronto Arts Council or Toronto Arts Foundation programs.

HOW TO APPLY:

Submit a cover letter and resume in a **single pdf attachment** to leadershiphiring@torontoarts.org with subject line: ***Director, Development and Engagement***

Deadline to Apply: July 13, 2026.

Toronto Arts is an equal opportunity employer and is committed to diversity and inclusion in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous Persons, and 2SLGBTQIAP.

Accessibility

Toronto Arts adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the recruitment process and may include:

- Providing alternative formats of this document on request (audio transcript, ASL video).
- Accepting applications in point form, through video and/or voice memo.
- ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview.
- Other accommodation as requested.

If you require accommodation, please send an email to leadershiphiring@torontoarts.org

Use of Artificial Intelligence and Technology

Toronto Arts does not use artificial intelligence (AI) systems to screen, assess, or select applications, or inform hiring decisions. All applications are reviewed and evaluated by our human HR and hiring team, and no part of the hiring decision-making uses AI tools.