

### **EMPLOYMENT OPPORTUNITY DEVELOPMENT OFFICER**

Young People's Theatre (YPT) is Canada's largest and oldest professional theatre for young audiences. Celebrating its 60<sup>th</sup> season, the company produces and presents a full season of theatre and arts education programming. With the purchase and renovation of YPT 161 Studios across the street from its historic theatre, YPT has expanded its footprint, increased its accessibility, refreshed its lobbies, and upgraded the theatrical equipment capabilities of its 433-seat Ada Slaight Stage and 115-seat Studio. United in vision, the two facilities anchor the corner of Front and Frederick streets in downtown Toronto creating Canada's largest theatre complex for young people.

YPT is currently searching for a candidate to fill the full-time position of Development Officer. Reporting to the Director of Development, the Development Officer will play a key role in the Development department, managing YPT's Individual Giving portfolio and stewarding the seamless execution of YPT's signature fundraising events. This position offers a salary in the range of \$50,000-\$54,000 and is commensurate with experience.

#### **Key Responsibilities:**

- Manage YPT's Individual Giving portfolio, including acquisition, solicitation and stewardship campaigns for both monthly and annual donors;
- Helm the organization and planning of YPT's annual fundraising events, the late spring Golf Classic and the winter *Imaginarium* Gala;
- Assist the Director of Development in creating robust stewardship opportunities and cultivating a culture of intentional philanthropy with all current and prospective donors;
- Other duties as assigned by the Director of Development.

#### **Required Skills:**

- Work experience or equivalent educational experience – not-for-profit, children & youth and/or arts experience an asset;
- Excellent written and verbal communications skills;
- Organized with meticulous attention-to-detail;
- Excellent interpersonal skills with the ability to interact with donors, Board members, volunteers, staff and the general public in an efficient, tactful and friendly manner;
- Creativity, flexibility and forward-thinking mindset;
- Enthusiasm for YPT's mission and values, as well as fundraising;
- Maintain the highest ethical standards in keeping with legal and generally accepted professional practices;
- Ability to work occasional evenings and weekends, as necessary.

In accordance with YPT's policy and as a condition of employment, the successful candidate will be required to pass a satisfactory Police Vulnerable Sector Screening Check.



HERBIE BARNES  
Artistic Director

CAMILLA HOLLAND  
Executive Director

Young People's Theatre is proud to be an equal-opportunity employer that strongly supports and values diversity and fosters an equitable and inclusive work environment which includes accommodation. Applications from all qualified candidates are welcome, and people with disabilities and individuals from equity-seeking groups are encouraged to apply.

Interested candidates should email resumes and cover letters in one file to: [ksupleve@youngpeoplestheatre.org](mailto:ksupleve@youngpeoplestheatre.org) with the subject line "Development Officer position". **Applications for consideration must be received by 5:00PM on Friday, February 6, 2026.**

YPT thanks all applicants but will respond only to those selected for an interview.