



Title: Resource Development Officer
Organization: Children's Peace Theatre
Job Type: Full-time Contract Position
Duration: 30 hours per week for 42 weeks
Start Date: April 2019
Wage: \$16.00/hourly

This position is funded through the City of Toronto Investing in Neighbourhoods Initiative. Interested candidates must be clients of Toronto Employment and Social Services and be enrolled in Ontario Works or the spouse of a person receiving ODSP.

For more information regarding eligibility, please visit:
<http://www.mcsc.gov.on.ca/en/mcsc/programs/social/ow/eligibility.aspx>

About CPT

Children's Peace Theatre uses the arts and artistic creativity as critical tools for personal and social transformation. Our mandate is to co-create a culture of peace using an arts based, intergenerational and holistic approach that cultivates ecological, social and spiritual resilience with the individual and the community. We center the voices of BIPOC communities to co-create imaginative solutions for equitable and fair futures for all.

To find out more, please visit our website at www.childrenspeace theatre.org

Job Description:

Reporting to the Artistic Director, the Resource Development Associate (RDA) is responsible for supporting Youth Development and resource development for Children's Peace Theatre (CPT). The candidate will possess a strong understanding of youth entrepreneurship opportunities and experience mentoring youth in resource development (grant writing and fundraising). The RDA will have a positive and proactive approach to work and a strong ability to network and develop effective relationships with a wide range of contacts including staff, volunteers, community partners, young entrepreneurs and funders.

Key Responsibilities:

- Support Artistic Director in Revenue Generation and Resource Development for Shared Platform projects.
- Prospect funding opportunities for youth culture makers and Entrepreneurs
- Support Social Innovator in developing tools and supports for youth entrepreneurs

- Support the Social Innovator in developing appropriate and clear policies and processes for best practices in supporting youth in Youth Arts Space and on the Shared Platform
- Support communications of Youth Arts Space workshops, drop in and opportunities for youth development.
- Support Communications Manager and Social Innovator in developing and implementing communication materials for Youth Arts Space.
- Participate in Developmental Evaluation of Youth Arts Space and Shared Platform
- Answer telephone and other general duties as required to develop, support and promote the Children's Peace Theatre

Qualifications

- Degree or equivalent experience in Community or Economic Development, Entrepreneurship, Arts or Youth Related fields. A minimum 2 years experience in youth or arts related work;
- Experience with grant writing and resource development in the arts sector;
- Ability to work in a dynamic and emergent setting and manage competing priorities;
- Solid understanding of the needs of Black, Indigenous, People of Colour (BIPOC) youth;
- Experience with networking, building partnerships, public speaking and resource development;
- Strong written and oral communications skills;
- Excellent organizational skills;
- Community-minded;
- Can work independently and as a team player;
- Knowledge of Microsoft Office Suite, including Word, Excel and Publisher;
- Professional writing and editing experience an asset;
- Experience with Sumac or other data bases an asset;
- Knowledge of fundraising data bases an asset;

The successful candidate must be willing to work flexible hours, including evenings and weekends.

COMMITMENT TO ANTI-RACISM AND ANTI-OPPRESSION

The Children's Peace Theatre understands that the BIPOC communities served by the organization contribute to the growth, enrichment and strength of Children's Peace Theatre and looks to provide safer space for these communities to access. We acknowledge the fact that certain groups in our communities often encounter barriers to full access and participation because of racism and oppression. The Children's Peace Theatre is committed to providing a creative space that takes preventative measures to allow for safer space for BIPOC communities.

Children's Peace Theatre works within an Anti-Racist and Anti-Oppression Framework towards creating a culture of peace and promotes principles of Courage, Compassion and Creativity at all levels of our work.

Staff will at all times be responsible for following safe work practices for their own safety and the

safety of other staff and clients and will be required to have a police records check.

How to Apply:

Applicants should e-mail their resume with a one-page cover letter indicating their interest and qualifications to **karen@childrenspeacetheatre.org** with **Resource Developer** in the subject line.

Children's Peace Theatre is an equitable employer and strongly encourages candidates who are members of equity seeking groups, Indigenous peoples, and people with disabilities to apply.

We do regret however that at this time our City owned facility will not be wheelchair accessible until Spring 2019. At the time the main floor will become accessible but not the upstairs offices.

We thank everyone for their interest, but only candidates selected for interviews will be contacted.