

Development Associate

Job offer at the Segal Centre for Performing Arts

DATE POSTED: June 15 2026

POSITION TYPE: Full-time / Permanent

REPORTS TO: Director of Development

SCHEDULE: 40 hours a week, Monday to Friday office hours, occasional evenings

SALARY RANGE: \$45,000 to \$55,000 annually

THE ROLE

We are seeking an enthusiastic and highly organized Development Associate to join our dynamic fundraising team. This is an exciting opportunity for an emerging fundraising professional to play a meaningful role in advancing the Centre's mission through donor stewardship, special events, fundraising administration, and relationship-building initiatives.

As a key member of the Development Department, you will help create exceptional experiences for donors, sponsors, and community supporters while ensuring the smooth coordination of fundraising activities behind the scenes. From managing donor data and supporting fundraising campaigns to helping deliver memorable donor events, your work will directly contribute to the growth and success of one of Montreal's leading cultural institutions.

If you are a detail-oriented professional who enjoys building relationships, thrives in a collaborative environment, and is looking to develop a career in fundraising, philanthropy, or the arts and nonprofit sector, we would love to hear from you.



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www.segalcentre.org

WHAT YOU'LL DO

As our Development Associate, you will play a key role in helping build and sustain meaningful relationships with donors, sponsors, and community partners. Working closely with the Development Director you will support fundraising initiatives, coordinate memorable donor experiences, and help ensure the smooth day-to-day operation of our development activities.

Donor & Fundraising Operations

- Serve as a key steward of donor information by maintaining accurate records and processing charitable contributions through our donor database (Spektrix).
- Prepare and analyze fundraising and campaign reports, helping the team track progress and identify opportunities for growth.
- Partner with Marketing and Communications to ensure donors and sponsors receive meaningful recognition across digital, print, and event platforms.
- Assist in the preparation of grant applications, funding proposals, and sponsor stewardship reports.
- Collaborate with the Finance team to process accounts receivable, issue charitable tax receipts, and ensure accurate financial tracking of donations.
- Support a variety of fundraising initiatives and campaigns, helping to strengthen relationships with individuals, foundations, corporations, and community supporters.

Events & Donor Engagement

- Coordinate and deliver a variety of donor cultivation and stewardship events, including opening-night receptions, donor gatherings, backstage experiences, and special fundraising events.
- Work collaboratively with Front of House, Hospitality, Marketing, and Production teams to create exceptional experiences for donors and guests.
- Oversee event logistics, including invitations, RSVPs, guest communications, catering, décor, staffing coordination, and event-day support.

- Serve as a welcoming point of contact for donors and event attendees, helping create memorable experiences that strengthen connections to our mission.
- Assist with the planning and execution of signature fundraising events and special projects throughout the season.

WHY THIS ROLE MATTERS

Every donation helps bring artistic experiences, educational programs, and community initiatives to life. As Development Associate, your work will directly contribute to the success of our fundraising efforts and help deepen relationships with the individuals and organizations who make our mission possible.

QUALIFICATIONS:

- Bilingual in English and French (written and spoken).
- Bachelor's Degree, with preference to Business, Communications, Marketing and/or Social Sciences.
- Excellent organizational, writing, and communication skills.
- Proficient in Microsoft Office (especially Excel) and experience with databases (Spektrix is an asset).
- Familiarity with Canva and Adobe software is a plus.
- Experience in a nonprofit or arts organization is an advantage.
- Familiarity with the Jewish community and an appreciation for its cultural, philanthropic, and community organizations are considered assets.

ABOUT THE SEGAL CENTRE

The Segal Centre for Performing Arts is a not-for-profit theatre company dedicated to nurturing, producing and presenting world-class English-language theatre, and to showcasing the best professional artists from Montreal and beyond. Founded in 1967, the Segal Centre has expanded to become a nationally recognized venue for the performing arts, in addition to enriching educational programming & Jewish cultural events. With core



values of creation, innovation, diversity and collaboration, the Segal believes in the power of the arts to strengthen and connect communities and is committed to offering relevant, engaging, and accessible programming.

At the Segal Centre, you'll have the opportunity to work with a dedicated and creative team, contributing to the success of the arts and cultural landscape in Montreal.

We offer a hybrid work environment and a comprehensive group health, dental and other important benefits and a generous pension package.

If you're passionate about making a meaningful impact, we invite you to apply.

HOW TO APPLY:

Interested candidates are invited to send their resume and a cover letter outlining their relevant experience to development@segalcentre.org by **July 31, 2026**. Please include "Development Associate Application" in the subject line.