



**JOB POSTING:
ONE YELLOW RABBIT
DEVELOPMENT COORDINATOR**

One Yellow Rabbit is a leading-edge cultural institution in Calgary, dedicated to enriching the community through innovative and diverse theatrical productions. We are seeking a Development Coordinator who is passionate about the arts and ready to help shape our future.

The ideal candidate should have a passion for the performing arts and bring an eager spirit of ingenuity and innovation. They have experience in fund development while maintaining an ability and willingness to learn with a can-do attitude.

Summary

The Development Coordinator plays a pivotal role at the intersection of data integrity and human connection. You will drive our fundraising efforts by valuing donors, maintaining seamless systems, and supporting sustainable growth. If you are ready to apply your expertise in CRM management and donor stewardship, we want to meet you

Key Responsibilities

This job description outlines the primary duties and responsibilities of the position and is not intended to be all-inclusive. The employee may be required to perform other duties as assigned by the Managing Director.

Fundraising & Donor Administration

- Support day-to-day fundraising administration across donations, grants, and partnerships, including coordination of documentation, agreements, and internal approvals.
- Process and issue charitable donation tax receipts in accordance with CRA requirements, ensuring accuracy and timeliness.
- Prepare and distribute donor acknowledgements, gift letters, stewardship communications, and supporting materials for grant applications.
- Track and support stewardship activities to ensure consistent follow-up, recognition, and donor care.
- Maintain accurate donor records, gift tracking, and stewardship documentation to support reporting, compliance, and audit readiness.

CRM, Donations & Pipeline Support

- Maintain accurate and up-to-date donor, prospect, and opportunity records in Tessitura, ensuring data integrity across fundraising activities.
- Support active pipeline management by updating opportunity stages, tasks, and contact activity to enable clear revenue tracking and forecasting.

- Prepare fundraising reports, pipeline summaries, and donation analyses to support internal planning and board reporting.

Coordination, Reporting & Team Support

- Coordinate fundraising-related meetings, calendars, and follow-up actions to support effective donor engagement.
- Support fundraising campaigns, briefings, and events through logistics, materials preparation, and post-event follow-up.
- Collaborate with program and communications teams to align fundraising materials with impact reporting and organizational priorities.
- Contribute to the refinement of development processes, templates, and workflows as the organization grows.

What You Bring

- 1–3+ years of experience in nonprofit fundraising, development, donor relations, or a closely related role.
- Demonstrated experience supporting and/or managing donor or funder relationships in a professional, stewardship-focused context.
- Strong writing skills for proposals, communications, stewardship materials, and reports.
- Comfort working with CRMs and fundraising data, with specific experience using **Tessitura**.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities, deadlines, and data sets.
- Sound judgment, discretion, and professionalism when handling confidential donor information.
- Confidence, reliability, and a relationship-first approach, paired with the ability to work independently and collaboratively in a growing organization.

Working Conditions & Benefits

- This role follows a hybrid work model, combining remote work with in-person meetings and collaboration. We offer a flexible and supportive work environment designed to help you thrive.
- Competitive salary (\$55,000 - \$70,000) commensurate with experience, coupled with a comprehensive benefits package including health/dental, and vacation time.
- Benefits include a company health plan, a work from home policy and can include training and development opportunities.
- This position requires availability outside of standard office hours, including some evenings and weekends to support performances, events, and community engagement activities.

Interested candidates should submit a resume, cover letter, and references to

John Dunn, Managing Director of One Yellow Rabbit, at jdunn@oyr.org by **November 1, 2026**.

One Yellow Rabbit is an equal opportunity employer and encourages applications from all qualified individuals.

Please include " Development Coordinator" in the subject line.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Please visit www.oyr.org to learn more about One Yellow Rabbit and the High Performance Rodeo.

