

**Position Title:** Engagement Lead

**Reports To:** Executive Director

**Location:** Japanese Canadian Cultural Centre, Toronto, ON

**Employment Type:** Full-Time

**Salary Range:** \$80,000 - \$90,000 CAD annually

## **Position Overview**

The Engagement Lead is a key storyteller and strategist responsible for translating the Japanese Canadian Cultural Centre's vision, programming, and impact into sustained financial support. As a hybrid between a fundraising professional and a strategic communicator, the Engagement Lead builds and stewards relationships with funders, foundations, sponsors, and other supporters to advance the JCCC's mission. This includes leading grant applications, donor engagement, capital campaign support, and sponsorship development, with a focus on leveraging narrative, history, and cultural resonance as tools for engagement.

This role is ideal for someone who is passionate about the arts, cultural heritage, and community development, and who sees fundraising as a form of public storytelling, capacity-building, and justice work.

## **Key Responsibilities**

### **Fund Development**

- Lead the research, writing, and submission of grant applications to government bodies, foundations, and other funding institutions.
- Develop and manage donor and sponsor engagement strategies—including cultivation, solicitation, and stewardship communications.
- Identify and pursue new funding sources that align with the JCCC's programming, heritage, and community initiatives.
- Support planning and execution of capital campaigns and special fundraising initiatives.

- Maintain accurate records of grant timelines, reporting requirements, and funder communications.

### **Corporate Sponsorship**

- Build and manage relationships with corporate sponsors, identifying opportunities for alignment with JCCC events, festivals, exhibitions, and programs.
- Work with the Content Lead to prepare sponsorship decks and bespoke pitch materials tailored to prospective partners.
- Ensure sponsor benefits are tracked and fulfilled, coordinating with other JCCC departments where needed.

### **Strategic Storytelling**

- Collaborate within the Story & Brand team and with the Heritage team to craft compelling narratives that communicate the JCCC's impact and mission.
- Translate programs and initiatives into emotionally resonant language suitable for funders and public engagement.
- Contribute to development and editorial direction of the JCCC's publications, website, and marketing materials where relevant to fund development.

### **Internal Collaboration and Reporting**

- Work with the Executive Director to set annual fundraising goals and monitor progress.
- Serve as a liaison to the Audience Engagement Committee on matters related to funding strategy and impact storytelling.
- Prepare reports, briefing notes, and communications for the Board of Directors and funders as required.

### **Qualifications and Competencies**

- Minimum 3–5 years' experience in fundraising, development, grant writing, or related communications roles, ideally in the cultural or nonprofit sector.
- Proven track record of successful grant applications and donor/sponsor cultivation.
- Excellent writing and editing skills with a strong sense of narrative and audience.

- Familiarity with funding landscape in arts, culture, and heritage (municipal, provincial, federal).
- Strategic thinker with a collaborative mindset and an entrepreneurial attitude.
- Deep appreciation for community-based cultural work; knowledge of Japanese Canadian history or interest in diasporic cultural practices is an asset.
- Experience with CRM or donor databases is an asset.

### **Working Conditions**

- Primarily onsite at the Japanese Canadian Cultural Centre.
- Occasional evening or weekend work for events or donor meetings may be required.
- Flexibility and adaptability to work across departments and engage with a range of stakeholders is essential.

To apply, please send Cover Letter and Resume to [jerroldm@jccc.on.ca](mailto:jerroldm@jccc.on.ca) with the subject line “Engagement Lead”

Application deadline: July 29, 2025