

Folk Festival Society of Calgary

Development Coordinator (parental leave coverage)

The Calgary Folk Music Festival is situated on Treaty 7 Territory, home of the Kainai, Piikani, Siksika, Tsuut'ina, Stoney-Nakoda Nations, and Métis Nation Alberta Region 3.

We're a vibrant, active, year-round arts organization powered by 12.5 full-time staff and 2000 seasonal volunteers that produces the 42-year-old 'post-folk' festival annually at Prince's Island Park, the winter Block Heater festival and concerts at our own Festival Hall and around the city.

The role

We are seeking a full-time, temporary Development Coordinator to join our team; an energetic self-starter who's highly organized and passionate about music and arts that enjoys working with a diverse, experienced team. The successful candidate must be comfortable simultaneously juggling multiple tasks, identifying priorities and ensuring co-workers have everything they need to be successful in their work.

The role requires a team player who has a positive, can-do attitude and is willing to jump in and perform all roles necessary that meet the goals of the Development department. Administrative duties require the candidate to possess exceptional organizational skills with working knowledge of relevant platforms such as Microsoft Office and Google suite and must possess the ability to quickly learn additional donor management systems such as CanadaHelps DMS and Airtable. The salary range for this position is \$46k-50k depending on relevant experience.

Term: May 9, 2022 - November 15, 2023

Job description

The development department is responsible for the acquisition and stewardship of all philanthropic, corporate giving, sponsorships and some grants for all activities under the Folk Festival Society of Calgary (Calgary Folk Music Festival, Festival Hall and Block Heater), as well as all revenue generating opportunities through the rental of Festival Hall. The Department works with the Executive Director to set fundraising goals.

Candidate must have access to a personal vehicle and be willing to assist in event work with varying levels of physicality, including but not limited to: Long hours in variable weather conditions, standing for long periods, carrying heavy objects, etc.

Key Responsibilities

This is primarily an administrative position responsible for the execution and coordination of the following:

Sponsorship

- Assist with the management, acquisition and stewardship of sponsors
- Distribution of sponsor/ donor benefits
- Build sponsor packages and proposals using a combination of Adobe and Canva software
- Management of onsite signage (as shared with development manager)
- Assist in execution of sponsor activations onsite

Donors/Funders/Politicians

- Maintain database with current donor profiles
- Maintain current audience/contact lists in Airtable and Canada Helps DMS
- Send communications/invitations to FFSC events

Fundraising

- Seasonal raffle and Festival 50/50

Friday Nooner

- Event management, execution and support

General Administrative Duties

- Assist in preparation of Board, sponsorship and post-event reports
- Assist with the preparation of shot lists for sponsorship photos during events, including media launch, private events, Calgary Folk Fest and Block Heater
- Help to maintain current records of sponsorships and donations on our Canada Helps DMS

Festival Hall (Duties On An As Needed Basis)

- Supervise events at a Festival Hall on an as needed basis
- Assist Festival Hall Relations Manager with the rental intake process as needed. Duties include responding to email queries, updating the Airtable database, coordinating with the Manager on tour dates and responsibilities as required.
- Participate in team meetings

Staff/Volunteer Supervision

1. While in the office, all staff are expected to answer phones, deal with the public, and generally contribute where necessary to the overall process of festival organization and set-up.

2. All staff are expected to work with each other, volunteers and the public in a respectful and professional manner, in order to enhance the reputation of the festival.

Festival Duties

During Festival set-up, Festival weekend and tear-down, all staff are on-call and thus expected to pitch in as necessary, in both their own areas of responsibility and others as assigned/requested.

Work during the Festival will exceed a 40 hour week. Attendance of the full festival week (set up days, event days and strike days) is mandatory and no time off is permitted during July. Specific duties include but are not limited to:

- Support the Development team in the planning and deployment of signage
- Greet and liaise with sponsors, donors and other festival guests
- Assist with beer garden and Blue Room duties as required

Please send a PDF of your resumé and cover letter to Ingrid Mosker, Development Manager at ingrid@calgaryfolkfest.com. *Posting closes at 11:59pm on April 1st, 2022. Please submit your salary expectations at the time of application.*

Subject line: Development Coordinator Contract

The Calgary Folk Music Festival is an equal opportunity employer who hires without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender identity, sexual orientation, age, marital status, physical, and/or mental abilities.

The Festival is committed to ensuring the participation and advancement of members of traditionally disadvantaged designated groups: Black, Indigenous, and people of colour, persons with physical or mental disabilities and members of the 2SLGBTQIAP+ community.