

Development Officer

The Calgary Philharmonic celebrated 65 years as a pillar of Calgary's vibrant arts community in 2020 and has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Orchestra presents classical standards, pop favourites, bold collaborations, and cutting-edge new works, and attracts world-renowned guest artists and dynamic conductors each season. In addition to 66 orchestra musicians, the Calgary Phil is one of two major symphony orchestras in Canada that has its own Chorus of over 100 volunteer singers, which celebrates 60 years in 2023. In a typical season, the Calgary Phil welcomes over 100,000 visitors to the concert hall, engages more than 10,000 students through educational programs, and reaches audiences worldwide through free and accessible digital programming. Follow your Calgary Phil at @calgaryphil on social media and register for email updates at calgaryphil.com.

The Role

We are looking for an enthusiastic and driven Development Officer to join the Calgary Philharmonic's team. This position will build and sustain relationships with business leaders, corporations, volunteers, and individuals through stewardship, research, writing, and administrative functions. The Development Officer will report to the Associate Director, Development and will work closely with all members of the Calgary Phil's administrative team and Orchestra.

Responsibilities

Fund Development (estimated 75% of assigned time)

- Effectively manage and maintain regular contact with assigned donors and sponsorship accounts and focus on attracting and developing new partnerships
- Work closely with the marketing department to champion and execute the annual appeal campaign, the annual impact donor report, and other development initiatives
- Manage assigned donor agreements and champion the execution of the deliverables
- Research, identify, and champion development opportunities that align with the Calgary Phil's vision, purpose, and values
- Represent Calgary Phil at fundraising events throughout the year in a professional manner that fosters positive experiences with donors
- Take minutes, actions, and document decisions made regarding development initiatives to ensure alignment and consistency
- Work closely with Database Donor Administrator to maintain clean donor data

Volunteer Management (estimated 25% of assigned time)

- Interview and screen volunteer applicants
- Select and assign volunteers according to project and organizational needs, suitability, and skills of the volunteer
- Maintain up to date volunteer data and volunteer policies and procedures manual
- Keeps record of volunteer hours, issues, and accomplishments of volunteers for improving future utilization and development of volunteers

Desired Qualifications

- Minimum two years' experience in direct donor relationship building and asks
- Experience managing volunteers an asset
- Good understanding of database systems and reporting to support the achievement of fund development targets
- Experience with developing donor communications an asset
- Strong organizational skills, action oriented, and committed to excellence
- Ability to exercise sound judgement, discretion, confidentiality, and professionalism
- Ability to work independently and as part of a team
- High level of initiative, self-motivation, and navigation of multiple tasks within necessary timelines
- Flexible and adaptable
- Good knowledge of Microsoft Office
- A sincere interest in arts and culture

Additional Details

- This is a full-time position. Salary range for this position is \$50,000 to \$60,000 annually dependent on related job experience.
- This position will require evening and weekend work to steward donors at select concerts and events
- The Calgary Phil is trialing a hybrid remote work program until 31 July 2023. Employees who are eligible for this program can work up to three days/week from an appropriate remote location. However, given the need for this position to be regularly on site, less flexibility would apply.
- As part of our full compensation package, Calgary Phil offers 3 weeks' vacation, a comprehensive benefits package that includes RRSP contributions, health coverage, an employee assistance program, bonus days off, and other non-cash benefits.
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

Application Process

Deadline: 9 January 2023

Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline.

Please send cover letter, resume, portfolio, and salary expectations to:

Maria Lamas

Acting Director, Development

HR@calgaryphil.com with the subject line 'Development Officer'

The Calgary Phil is committed to fostering an anti-racist, equitable, diverse, and inclusive environment and, as such, encourages qualified candidates from a diverse range of backgrounds.

If you require an accommodation for the recruitment/interview process, please let us know so that we can work with you to accommodate your needs.

We thank you for your interest in the Calgary Philharmonic Orchestra. Only successful candidates will be contacted.