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**SYMPHONY NOVA SCOTIA
GIFT PLANNING OFFICER
Halifax, Nova Scotia**

Symphony Nova Scotia is Nova Scotia's orchestra. With a home base in Halifax and performances across the province, we are a vibrant, vital part of Nova Scotia's rich cultural community. We've gained a reputation as one of Canada's most exciting orchestras, and we're proud to be a national leader in performance, programming, and community engagement.

Halifax's downtown core is one of the fastest-growing in the country, offering all the amenities of big city life, but with beautiful lakes and nature trails only a 15-minute drive away. This is why so many people are choosing to make Halifax their home, joining the thriving arts and culture scene.

Position Summary

Reporting to the CEO and Associate Directors of Development, the Gift Planning Officer's primary responsibilities are to organize, coordinate, and execute a comprehensive gift planning program that builds relationships and increases support of the mission of Symphony Nova Scotia.

The successful candidate will manage a portfolio of donors and prospects, develop relationships with allied professionals, communicate with legal representatives in the settlement of estate gifts, and complete documents in a timely and accurate manner. The Gift Planning Officer must possess superior interpersonal and organizational skills, and thrive in a team environment.

Primary Responsibilities

As a key member of Symphony Nova Scotia's development team, the Gift Planning Officer will:

- Meet with prospects and donors to cultivate, solicit, and steward planned gifts and blended gifts
- Collaborate with other staff to identify prospects
- Develop planned giving marketing initiatives which include building strong relationships with professional advisors
- Develop strategies to ensure data is captured, managed, and used to maximize the value of planned giving activities
- Integrate the gift planning program with all Symphony fundraising initiatives
- Provide expert advice and guidance to the Symphony and arms-length Symphony Nova Scotia Foundation in all facets of gift planning and estate management
- Attend Symphony events as required
- Represent the Symphony in professional associations such as CAGP

Skills and Experience Required

To be successful in the strategic development and growth of the Symphony's Planned Giving program, the Gift Planning Officer will possess:

- Minimum of 3 years of fundraising experience with a focus in planned giving and/or major gifts with demonstrated success in developing a strategic direction and delivering results to a planned giving or major gifts program
- Demonstrated track record of cultivating, soliciting, and closing leadership gifts and major gifts
- Astuteness when dealing with accountants, lawyers, wealth management consultants, and other professional advisors to facilitate bequests, insurance, and gifts of marketable securities
- Excellent understanding of complex planned giving vehicles such as bequests, charitable remainder trusts, donor advised funds, life insurance, annuities, gifts of stock, etc.
- Knowledge of fundraising software
- University education or equivalent work experience
- Excellent written and oral communications skills
- Membership in CAGP or like organization, and/or professional fundraiser's designation are all assets

Other Skills Required

- An exceptional relationship builder, known for maintaining long-term, successful interactions with donors, professional advisors, volunteers, and staff
- Strong analytical skills with adept ability to formulate forecasts and reports
- Exceptional ability to present information, ideas, and concepts to achieve understanding of both content and intent
- Well honed ability to listen intently and respond with thoughtful and creative solutions to donor needs
- Above average writing skills
- Valid driver's license and access to vehicle – some travel required
- A passion and appreciation for music and the arts, particularly classical music

Compensation and Start Date

We offer a competitive salary commensurate with experience, a generous vacation allowance, flexible working hours, and a group insurance plan. Some evening and weekend work may be required. Please note this is a .6 FTE permanent position, at about 20 hours per week.

The position will begin as soon as possible once a candidate is selected.

How to Apply

Email cover letter and resume to: apply@symphonyns.ca. No phone calls, please. Applications close Friday, July 15.

Symphony Nova Scotia is committed to fostering a respectful workplace that supports professional and collegial working relationships, honest and considerate communication, and an accessible and inclusive environment. We welcome and encourage applications from individuals who are Indigenous, African Nova Scotian, or from other racially visible groups, and/or who self-identify as 2SLGBTQIA+, are neurodiverse, or have a disability. We are happy to provide accommodation to those who request it. Only those selected for an interview will be contacted.

We are in Mi'kma'ki. Symphony Nova Scotia's performances take place on the unceded and traditional territories of the Mi'kmaq.

Visit us online: symphonynovascotia.ca