



Park Lane, Suite 301 • 5657 Spring Garden Road  
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## **Symphony Nova Scotia Campaign Director**

### **About Symphony Nova Scotia**

When you work at Symphony Nova Scotia, you're joining a dedicated and ambitious team that believes passionately in the value orchestral music brings to Nova Scotians.

As Nova Scotia's only professional orchestra, we've been championing symphonic music in the province for 40 years. With a home base in Halifax/K'jipuktuk and performances across the province, Symphony Nova Scotia is proud to be a vibrant, vital part of Nova Scotia's rich cultural community. From sold-out concerts to free family events, youth and seniors' activities, and educational partnerships, Symphony Nova Scotia creates unforgettable experiences with truly great music.

As **Campaign Director**, your contribution will significantly impact the well-being of the wider community. We place a high priority on community engagement, from our flagship education program – the Nova Scotia Youth Orchestra – to programs and activities for over 15,000 elementary, junior, and senior high school students in a typical year. Our partnerships with many diverse communities have been recognized for their innovation and creativity. Our audience comes from all walks of life and so do we. We hire great people from a wide variety of backgrounds and lived experiences because it makes our organization stronger.

The orchestra of 37 musicians, led by Music Director Holly Mathieson, has repeatedly been praised for its versatility and flexibility, performing everything from baroque to pops to jazz with equal finesse. As **Campaign Director**, you'll be part of a performing arts organization that not only brings joy and inspiration to thousands of audience members, but one that also conducts many accessible community programs, including performances in local public libraries, free community concerts including our popular Family series, and online concerts.

### **Position Summary**

Reporting to the CEO, the Campaign Director is the lead staff member for the Symphony Nova Scotia \$10M Endowment Campaign. The Campaign Director will work closely with the Campaign Cabinet, Symphony Board Executive, and all campaign volunteers.

### **Primary Responsibilities**

- Serve as the lead staff member on implementation and management of a comprehensive Campaign
- Provide strategic Campaign guidance to the CEO, Campaign Chair(s), and Cabinet
- Orient and train Campaign volunteers on campaign priorities, and for cultivation and solicitation as required
- Manage and guide the Campaign Cabinet in keeping the Campaign on track and on schedule



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- In partnership with the Development Director, provide guidance, training, and support to colleagues and volunteers who serve as partners in Campaign activities
- Manage the identification, research, and evaluation of prospective Campaign donors
- Participate in Campaign cultivation and solicitation visits where appropriate; make donor calls as necessary
- Help prepare briefing notes, call reports, and profiles for use in the cultivation and solicitation of key prospects
- Prepare Gift Agreements
- Oversee recognition and stewardship of Campaign donors
- Collaborate with Marketing & Communications in the development of support materials required for the solicitation and cultivation of key prospects, and to ensure consistent messaging to optimize the use of communications vehicles to promote the Campaign
- Supervise the recording of gifts, pledge collections, and gift acknowledgement
- Manage the Campaign budget and provide regular reporting to the CEO

### **Work Environment & Expectations**

Symphony Nova Scotia offers a **flexible working environment**, with generous vacation and wellness support, work-from-home allowances (2+ days a week in the office are required), and comprehensive health benefits. We are committed to fostering a **respectful workplace** that supports professional and collegial working relationships, honest and considerate communication, and an **accessible and inclusive environment**.

The successful candidate will be required to have reliable internet access and availability during regular work hours (9:00 am to 5:00 pm, Monday-Friday), and will work 35-hour weeks, plus evening and weekend events.

### **Salary Range**

\$100,000+ negotiable

### **How to Apply**

If you would like to apply, please submit your cover letter and resume to Christopher Wilkinson at [apply@symphonyns.ca](mailto:apply@symphonyns.ca) by **Dec. 2, 2024**. Please include **Campaign Director** in the subject line of the email.

Although this posting closes on **Dec. 2, 2024**, we will be reviewing applications as they are received. Symphony Nova Scotia thanks all interested candidates for their interest, but only shortlisted candidates will be contacted.