

Director, Development

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 Calgary Phil presents classical standards, pop favourites, bold collaborations, and cutting-edge new works and attracts world-renowned guest artists and dynamic conductors. In a typical season, the Orchestra welcomes over 100,000 visitors to the concert hall and reaches audiences around the world through its free and accessible digital programming and live-stream initiative — an immersive, online concert experience that launched in 2017. Follow the Calgary Philharmonic @calgaryphil on Facebook, Instagram and Twitter, and register for email updates at calgaryphil.com/newsletter.

The Role

The Calgary Philharmonic is looking for a Director, Development to join its leadership team. The successful candidate will be a key member of the Calgary Philharmonic administrative team and help develop, implement, and drive the organization's strategic direction.

The Director, Development will lead a team of Development Officers, a Grant Writer, an Events Coordinator, and a Data + Volunteer Coordinator to meet the organization's financial goals. The successful candidate will lead their team in all aspects of donor and sponsor assessment, cultivation, solicitation, and stewardship; endowment campaign development; grant writing; volunteer coordination; and event planning. This role actively partners with the President + CEO in ensuring financial viability and sound governance of the organization in support of the artistic growth of the Orchestra.

The Director, Development reports to the President + CEO and works collaboratively with the full administrative team, guest artists, production managers, and orchestra musicians.

Responsibilities

Leadership

- Effectively leads the Development team in achieving organizational and departmental goals
- Provides ongoing feedback and mentorship to, and development of, team members
- Provides oversight and leadership to volunteers
- Participates in senior leadership, strategic planning, and overall organizational decision-making processes

Assessment, Cultivation, Solicitation, and Stewardship of donors

- Supports the President + CEO in creating and sustaining positive relationships with government funding bodies at the Municipal, Provincial, and Federal levels
- Builds and stewards relationships to secure financial support from individuals, corporations, foundations, and other organizations

Major Gifts

- Leads the creation, development, and oversight of initiatives that align with the organization's strategic plan while ensuring that major gift wishes from individuals, corporations, foundations and other organizations are honoured
- Ensures successful implementation of a responsive and effective stewardship program for major donors

Annual Gifts

- Ensures successful creation and implementation of annual giving campaign
- Ensures successful implementation of a responsive and effective stewardship program for annual donors

Planned Giving

- Ensures successful creation and implementation of planned giving program
- Ensures successful implementation of a responsive and effective stewardship program for planned giving donors

Events

- Ensures successful implementation and reporting regarding AGLC activities such as Casino and Raffles
- Oversees planning and implementation of major annual fundraising event

Capital Campaign

- Works closely with the President + CEO, Calgary Philharmonic Society Board, and Calgary Philharmonic Orchestra Foundation to plan and coordinate capital campaigns (such as Ad Astra, currently in market)
- Reports to the Ad Astra Campaign Cabinet on the progress of the capital campaign and engages with Cabinet members to encourage prospect development

Administration

- Establishes and manages policies, procedures, and systems with an emphasis on ethical standards for soliciting, recording, and reporting gifts and on meeting the expectations of donors and supporters
- Ensures maintenance of accurate and up-to-date donor/prospect data in CRM system (Spektrix)
- Works with the Marketing + Sales team to design effective marketing, public relations, and advertising plans as they relate to fundraising activities
- Works with the Artistic Operations team to create fundraising activities that align with the Calgary Philharmonic season demands
- Works with the Finance + Administration team to develop and administer budgets and to project and achieve goals for revenue and expenses, ensuring that proper financial processes are followed
- Presents updates to Calgary Philharmonic Society Board and the Calgary Philharmonic Orchestra Foundation

Desired Qualifications

- 10+ years' experience in Fund Development with expertise and knowledge of diverse fundraising programs and strategies including, but not limited to, major gifts, annual gifts, planned giving, digital fundraising, events, and corporate support
- A Certified Fundraising Executive (CFRE) designation is an asset
- Proven experience leading and mentoring a diverse team to achieve organizational goals

- Demonstrated experience meeting and exceeding fund development goals and developing strong, positive stakeholder and donor relations
- Strong CRM experience is essential; Spektrix experience is a plus
- Must have a proven ability to analyze data and use the information to advance the fund development program forward
- Exceptional written and verbal communications skills
- Superior professionalism, judgment, tact, and ethics
- Demonstrated event planning and event management abilities
- Experience in a performing arts organization an asset
- Knowledge of classical music and/or a sincere interest in promoting arts and culture
- Ability to thrive in a fast-paced, constantly changing work environment

Additional Details

- Salary range for this position is \$100,000 to \$150,000 dependent on experience
- Must be available to work beyond office hours including attendance at evening/weekend concerts and events throughout the Season
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

Application Process

Deadline: 0900 MT on Tuesday 2 August 2022

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

Hiring Committee c/o Megan Robertson

HR@calgaryphil.com

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 allowance for the recruitment/interview process, please let us know so we can work with you to assist with your needs.

We thank you for your interest in the Calgary Philharmonic Orchestra. All candidates will be notified of the status of their application.