



POSITION TITLE: Director, Development

TERM: Full Time, Permanent

The Calgary Philharmonic has been a cornerstone of Calgary's multi-faceted arts community since 1955, and is one of North America's finest and most versatile live music ensembles. A repertoire that is extensive and broad in scope consistently attracts acclaimed guest artists and conductors. From classical giants to rock and roll hits and family favourites, the Calgary Philharmonic offers an average of 83 concerts per Season designed to fit all musical tastes.

Direct Supervisor: President & CEO

Direct Reports: Senior Manager, Special Events & Donor Relations

Manager, Corporate Relations & Campaigns

Manager, Information Systems

Development Officer

PURPOSE OF THE ROLE:

As head of the Development Team, lead and drive all fundraising, donor stewardship and government relations' initiatives for the CPO. Support the President & CEO in ensuring financial viability and sound governance of the organization in support of the artistic growth of the orchestra.

Key Outputs:

- Fund development
- Donor stewardship
- Government relations

Key Activities:

- Oversight and engagement of:
 - Major gifts
 - Events
 - Campaigns
- Stakeholder and government relations
- Team management and leadership
- Inter-departmental communications
- Reporting

- Budget management

Desired Qualification:

- Post-secondary education
- Not for profit experience is an asset
- Demonstrated experience and results in:
 - Team leadership
 - Budget management
 - Stakeholder & donor relations
 - Fundraising strategy development & implementation
 - Major gifts
 - Event management
 - Government relations
 - Management
 - Communication
 - Conflict resolution
 - Project and program management
 - Strategic planning
- Demonstrated administrative and presentation skills
- Demonstrated ability to manage large volumes of work and multiple priorities
- Ability to think quickly and adapt to changing environment
- Ability and willingness to attend approximately 40 concerts and 35 events per year, taking place evenings and weekends

Desired Start Date: April 2017

Application Deadline: February 24, 2017

Office Location: Arts Commons, 2nd Floor, 205 – 8 Avenue SE Calgary, AB T2G 0K9

Application Process: Please send cover letter, resume and salary expectations to Agatha Starczyk at astarczyk@praeceptumconsulting.com.

We thank you for your interest in the Calgary Philharmonic Orchestra. Please note that only successful candidates will be contacted.