



Title: Corporate Relations Officer

The Calgary Philharmonic Orchestra 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 85 concerts per Season designed to fit all musical tastes.

Purpose of this role:

As a member of the Development team and the broader Calgary Philharmonic Orchestra administration team, the Corporate Relations Officer is the key contact for corporate sponsors.

Direct Supervisor: Director, Development

Key Outputs:

- Stewardship of corporate partners
- Prospecting, creation and maintenance of sponsorship and individual giving portfolio
- Support of Development Department goals
- Support of Calgary Philharmonic concerts and events

Key Activities:

- Identify, develop and maintain sponsor relationships
- Update Raiser's Edge database accordingly
- Collaborate with Marketing team to develop collateral and invitations for sponsors
- Raise community awareness of Calgary Philharmonic Orchestra.
- Lead Development Council activities, prospecting and follow-up
- Generate sponsorship reports
- Create written communications
- Engage in other Development, fundraising and special event activities as required

Desired Qualifications:

- Minimum 3-5 years of experience in development/fundraising
- Minimum intermediate MS Office Skills and experience learning new systems
- Proven project management skills
- Experience with Raiser's Edge or other database
- Demonstrated effective written and verbal communication skills
- Demonstrated ability to work both independently and in a team
- Demonstrated ability to take initiative and explore creative ideas and opportunities
- Post-Secondary Education is an asset
- Experience in a not for profit is an asset

Candidates must be available to work beyond office hours including attendance at many evening/weekend concerts and events throughout the season.

Desired Start Date: September 5, 2017 or earlier

Application Deadline: July 21, 2017

Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline. Get your applications in soon!

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

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.