



Title: Manager, Donor Relations

Celebrating 60 years, 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 the world's greatest classics, to Pops and family programming, the Calgary Philharmonic offers an average of 80 concerts per Season, plus exciting and diverse community programs.

Purpose of this role:

As a member of the Development team and the broader Calgary Philharmonic Orchestra administration team, the Manager of Donor Relations is the key contact for individual donors and patrons and supports the advancement of corporate and other stakeholder portfolios.

Direct Supervisor: Director, Development

Key Outputs:

- Donor stewardship
- Corporate sponsorship and individual giving portfolio growth and management
- Event and campaign management and support

Key Activities:

- Maintain donor, patron and sponsor relationships
- Coordinate Patron program events (e.g. recitals, receptions, dinners)
- Maintain Patron program membership rosters, issue invitations/communications
- Update database of patrons and stakeholders
- Collaborate with Marketing team to develop collateral and invitations for events and programs
- Raise community awareness to increase and diversify donors and donation sources
- Participate in Development Council activities, lead generation and follow-up
- Participate in content creation, grant writing, campaign and event management
- Generate donor reports as required

- Provide written communications as required
- Engage in other Development and administration activities as required

Desired Qualifications:

- Post-Secondary Education
- Minimum 3 years of experience in development/fundraising
- Experience in event planning and event support
- Experience in a not for profit is an asset
- Minimum intermediate MS Office Skills and experience learning new systems
- Experience with Raiser's Edge or other database is an asset
- Proven project management skills
- 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
- Flexibility to work beyond office hours including attendance at evening/weekend concerts and other events throughout the season

Desired Start Date: August 16, 2016

Application Deadline: July 22, 2016

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

Please send cover letter, resume and salary expectations to careers@calgaryphil.com. We thank you for your interest in the Calgary Philharmonic Orchestra. Please note that only successful candidates will be contacted.