

# Major Gifts Officer

The Calgary Philharmonic has been a pillar of Calgary's vibrant arts scene since 1955 and in that time has grown to be one of Canada's most celebrated live music ensembles. Celebrating its 70th anniversary in 2025/2026, the Orchestra presents a wide range of concerts and inspiring education programs. In addition to 66 full-time orchestra musicians, the Calgary Phil is one of two major symphony orchestras in Canada that has its own chorus of over 120 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences, and serves the city of Calgary by fostering creativity and belonging. Your Phil. Your Music.

## The Role

We are looking for an enthusiastic and driven Major Gifts Officer to join the Calgary Philharmonic's Development team. This position will be responsible for raising a variety of major gifts (\$25,000+) in support of the Calgary Philharmonic Orchestra and the Calgary Philharmonic Orchestra Foundation. The Major Gifts Officer identifies, creates, builds, manages, and sustains relationships with individuals, foundations, and corporations through research, writing, solicitation, stewardship, and administrative functions. The Major Gifts Officer reports to the Director, Development and will work closely with all members of the Calgary Phil's administrative team and Orchestra.

## Key Responsibilities

- Be the lead development officer for assigned accounts and focus on attracting, developing, and securing new individual, foundation, and corporate major gift partnerships (\$25,000+) that align with Calgary Phil's purpose, vision, and values
- Actively manage a diverse portfolio of 100 to 125 major gift donors / prospects
- Conduct 50 to 100 personal visits per year and submit at least 25 proposals
- Manage and implement a major gifts program and reach a minimum annual fundraising target of \$500,000 each year through personal solicitations and relationship building efforts
- Develop strategies to secure and grow annual donations, cultivate future gifts, and identify planned giving prospects
- Represent Calgary Phil at fundraising events throughout the year in a professional manner that fosters positive experiences with donors through engagement and promotion of programs
- Work closely with the marketing department to execute the annual appeal campaign, the annual impact report, and other development initiatives
- Manage donor agreements and champion the execution of the deliverables
- Support in onboarding volunteers for development events
- Take minutes, actions, and document decisions made regarding development initiatives to ensure alignment and consistency
- Work closely with the Data Management Specialist to maintain clean donor data
- Other duties as required

## **Desired Qualifications**

- Minimum 5 years' experience in fund development
- Proven track record of identifying, cultivating, and securing five and six figure gifts from individuals, foundations, and corporations
- Post-secondary education, or experience in the performing arts
- CFRE certification is an asset
- Experience working with database systems and reporting to support the achievement of fund development targets
- Exceptional written communication skills and proven experience with developing donor communications
- Strong organizational skills, action oriented, and committed to excellence
- Ability to exercise sound judgement, discretion, confidentiality, and professionalism
- Ability to work independently and as part of a team
- High level of initiative, self-motivation, and navigation of multiple tasks within necessary timelines
- Flexible and adaptable
- Good knowledge of Microsoft Office
- A sincere interest in arts and culture, particularly performing arts

## **Additional Details**

- This is a full-time position. Salary range is \$70,000 to \$75,000 annually depending on related job experience
- This position will require evening and weekend work to steward donors at select concerts and events
- The Calgary Phil is trialing a hybrid remote work program. Employees who are eligible for this program can work up to three days / week from an appropriate remote location
- As part of our full compensation package, Calgary Phil offers 3 weeks' vacation, a comprehensive benefits package that includes RRSP contributions, health coverage, an employee assistance program, bonus days off, and other non-cash benefits
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

## **Application Process**

Application Deadline: June 20, 2025

Applications will be reviewed regularly, and suitable candidates may be contacted before the deadline. No phone calls or emails please.

Please send cover letter, resume to:

Chris Petrik

Director, Development

[HR@calgaryphil.com](mailto:HR@calgaryphil.com) with the subject line "Major Gifts Officer"

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

We thank you for your interest in the Calgary Phil. Please note only shortlisted candidates will be contacted.

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