

# Development Coordinator

For seven decades, the Calgary Philharmonic has been bringing communities together through the power of music. A pillar of the Calgary arts scene and one of Canada's most celebrated live music ensembles, the Calgary Phil presents more than 60 concerts a season across a wide range of programming — epic classics, thrilling collaborations, rockin' pops, family fun, and much more. The Calgary Phil also engages thousands of children each season through innovative and accessible Education and Outreach initiatives. 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 140 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences and serving the city of Calgary by fostering creativity and belonging. Your Phil. Your Music.

## The Role

We are looking for an enthusiastic, organized, and detail-oriented Development Coordinator to join the Calgary Philharmonic's Development team. This position will support various fundraising activities and initiatives across the Department and will play a key role in the stewardship of sponsors and donors, donor communications, event planning and delivery, research, and other administrative tasks to support fundraising efforts. The Development Coordinator reports to the Director, Development and will work closely with all members of the Calgary Phil's administrative team and Orchestra.

## Key Responsibilities

- Support stewardship of corporate, individual, and foundation donors
- Assist the Director, Development with planning a range of donor events throughout the year
- Be the lead on delivering the Calgary Phil's Patron Program events, including working with caterers, booking venues, creating invites and programs, liaising with musicians and volunteers, and more
- Assist the Director, Development with managing all sponsor and donor relations as required
- 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
- Be the Development Team's liaison with the Calgary Phil's Prelude Magazine editorial team
- Create a range of tracking sheets, prospect list, and other documents related to concerts and sponsors
- Manage donor agreements and champion the execution of the deliverables
- 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 and responsibilities as assigned and consistent with this administrative support role

## **Desired Qualifications**

- Post secondary Education, or equivalent experience
- A minimum of two years' experience with events, stewardship, and administrative support
- High level of interpersonal skills to handle sensitive and confidential situations with maturity, poise, and discretion
- Ability to represent the Calgary Phil professionally and effectively with a wide range of constituents including orchestra members, staff, board, patrons, donors, and others
- Knowledge of Microsoft Office 365 and aptitude to learn new software is essential. Knowledge of Spektrix (CRM) would be an asset.
- Excellent written and verbal communication skills
- Keen attention to detail
- Excellent organizational skills and the ability to build internal and external relationships
- High degree of initiative, self-motivation, proficiency and efficiency working with time sensitive and confidential information within necessary timelines
- Ability to manage multiple projects at a time
- Ability to work independently and as part of a team
- Flexible and adaptable
- A sincere interest in arts and culture, particularly performing arts

## **Additional Details**

- This is a full-time position with a salary range of \$45,000 to \$50,000 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: 5 August 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 and resume to:

Chris Petrik

Director, Development

HR@calgaryphil.com with the subject line "Development Coordinator"

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.

Follow the Calgary Philharmonic @calgaryphil on Facebook, Instagram, and LinkedIn and register for email updates at [calgaryphil.com/newsletter](http://calgaryphil.com/newsletter).