

# Senior Development Officer – Annual Giving

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 and driven Senior Development Officer – Annual Giving (SDO Annual Giving) to join the Calgary Philharmonic's Development team. This position will be responsible for designing, executing, and evaluating year-round fundraising campaigns – including direct mail, digital and email appeals – to acquire, retain, and steward donors in the \$100 to \$2,500 range. The SDO Annual Giving will create, build, manage, and sustain relationships with individuals through research, writing, solicitation, stewardship, and administrative functions. The SDO Annual Giving reports to the Director, Development and will work closely with all members of the Calgary Phil's administrative team and Orchestra.

## Key Responsibilities

- Lead donor relations with Calgary Phil's annual donors in the \$100 to \$2,500 range
- Manage a broad portfolio of donors ranging from \$100 to \$2,500 to secure, renew, and upgrade annual support, fostering long-term relationships
- Identify and engage with subscribers to increase the percentage of subscriber – donors
- Plan and implement multi-channel, year-round solicitation campaigns (direct mail, digital, email, phone)
- Monitor campaign performance, track KPIs, and produce reports to assess the effectiveness of initiatives
- Develop messaging and materials for appeals, working with the Calgary Phil's Marketing and Sales departments as well as with other members of the Development Department
- Identify potential mid-level and major gift donors within the annual giving pool
- Work closely with the Senior Development Officer – Database Management on data segmentation and database management for solicitation lists.
- Create stewardship documents including thank you letters and other stewardship communications
- Work closely with the Marketing department to execute the annual appeal campaign, the annual impact report, and other Development initiatives
- Take minutes, actions, and document decisions made regarding development initiatives to ensure alignment and consistency

- 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
- Other duties as required

### **Desired Qualifications**

- Minimum 3 years' experience in fund development
- Proven track record of creating and implementing annual giving campaigns and securing and increasing gifts from individuals
- Strong written and verbal communication skills for crafting compelling donor messages and conducting personal outreach
- Proficiency in donor databases/CRM systems (ideally Spektrix), Microsoft Office, and digital marketing tools
- Ability to manage multiple projects, meet tight deadlines, and work independently
- A collaborative, self-motivated, and donor-centric mindset
- Strong organizational skills, action oriented, and committed to excellence
- Ability to exercise sound judgement, discretion, confidentiality, and professionalism
- High level of initiative, self-motivation, and navigation of multiple tasks within necessary timelines
- A sincere interest in arts and culture, particularly performing arts
- Post-secondary education, or equivalent experience in the performing arts

### **Additional Details**

- This is a full-time position. Salary range is \$65,000 to \$70,000 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: Werklund Centre, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

### **Application Process**

Application Deadline: 6 March 2026

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

A Police Information Check will be required from the successful candidate.

### **Please send cover letter, resume to:**

Chris Petrik

Director, Development

[HR@calgaryphil.com](mailto:HR@calgaryphil.com) with the subject line "Senior Development Officer – Annual Giving"

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).