

## Niagara Symphony Orchestra

### Job Posting: Director of Development

**Job Title:** Director of Development

**Location:** In Person - St. Catharines, Ontario (some remote/hybrid work possible)

**Reports To:** Executive Director

**Employment Type:** Full Time, some weekends and evenings required

**Compensation:** \$55,000-\$65,000 commensurate with experience, time in lieu offered for work on weekends, possible performance bonuses offered

**Application Deadline:** December 27, 2024 (position can be filled before the application deadline)

**Start Date:** January 13, 2025

### About The Niagara Symphony Orchestra

For more than 75 years, the Niagara Symphony Orchestra has been instrumental in shaping and celebrating the rich cultural tapestry of Canada. Now in its 76th season, and with a renewed vision toward growth and sustainability, the orchestra's dedication to engaging musical experiences and its ability to foster connections within the community remain as vibrant as ever. With a distinguished history of outstanding performances and recordings, along with regional tours and meaningful community partnerships, we are committed to engaging and enriching both local and broader audiences through dynamic musical experiences.

Music Director Bradley Thachuk brings a broad artistic perspective, intellectual curiosity, and a spirit of innovation to the programming of the orchestra that serves the Niagara region. The Niagara Symphony Orchestra presents a diverse array of concerts each season, featuring everything from classical masterpieces to contemporary works.

Recognizing music's profound ability to heal, inspire, and unite individuals from various backgrounds, the Niagara Symphony Orchestra is honored to connect with all audiences through a variety of educational initiatives, community outreach programs, and health and wellness projects.

### Job Summary:

The Niagara Symphony Orchestra is seeking an experienced and detail-oriented Director of Development to execute and oversee all aspects of fundraising and development for the NSO. The Director of Development will help to drive financial growth, hold overall responsibilities for all raised and sponsorship revenue, and expand our reach across the

Niagara Region and beyond. The ideal candidate has a strong background in fundraising and development, demonstrable success with large gift acquisition and effective stewardship practices, excellent leadership skills, a deep commitment to a positive working environment, and a passion for bringing world-class music to life on stage. As we look to the future in our renewed period of financial growth, we are seeking a visionary and dynamic **Director of Development** to help secure the resources needed to sustain and grow our mission.

### **Position Overview**

The **Director of Development** will lead all aspects of fundraising and development for the orchestra, including major gifts, corporate sponsorships, grant writing, and donor stewardship. The Director of Development will work alongside the Executive Director, Fundraising Committee, and staff to achieve revenue goals that support the orchestra's artistic and educational initiatives.

This is a unique opportunity for a creative and results-driven professional to play a pivotal role in advancing the NSO's impact in the orchestral landscape.

### **Key Responsibilities:**

#### **Fundraising Strategy & Execution**

- Develop and implement an integrated development plan to achieve annual and multi-year fundraising goals.
- Oversee all fundraising activities, including individual giving, corporate sponsorships, foundation support, and special events.
- Identify new revenue streams and opportunities for donor engagement.
- Design and launch annual and specialized giving campaigns.
- Track giving metrics to ensure targets are on track.

#### **Major Gifts & Individual Giving**

- Cultivate, solicit, and steward a portfolio of major donors and prospects, ensuring a personalized approach to relationship-building.
- Develop tailored strategies for securing significant gifts, including planned giving initiatives.
- Manage and cultivate the current database of large donors.

## **Corporate & Foundation Support**

- Cultivate current Foundation relationships and source new Foundation support.
- Build and strengthen relationships with corporate sponsors, securing funding and in-kind contributions.
- Write compelling grant proposals and manage foundation relationships to secure and sustain program funding.

## **Donor Stewardship & Community Engagement**

- Design and implement innovative stewardship programs to recognize and retain donors.
- Cultivate current donors with regular and healthy communication and stewardship practices.
- Collaborate with the marketing and communications team to ensure consistent messaging and donor acknowledgment.
- Represent the NSO at all concert events as the main point of contact for large donors and VIPs.
- Represent the NSO at donor events and special public events and with key community stakeholders.

## **Leadership & Team Management**

- Lead and mentor the development team, fostering a collaborative and high-performance environment.
- Work closely with the Executive Director and fundraising committees to achieve development objectives.

## **Administration**

- Implement fundraising and development strategy and goals set out by the Executive Director and Fundraising Committee.
- Attend weekly staff meetings to report on fundraising and development.
- Maintain records of Donor, Sponsor, and Endowment information.
- Attend monthly concerts to provide front of house support, project manage VIP donor lounge, and attend to VIP guests.

## Qualifications:

- **Education:** Bachelor's degree in Music, Arts Administration, Fundraising, or a related field (or equivalent work/education experience).
- **Experience:** 4+ years of experience in Development and Fundraising, preferably within a performing arts organization (or related field). Experience with live music or orchestras will be considered an asset.
- **Skills:**
  - Proven experience in fundraising, sponsorship, grant writing, or community engagement.
  - Strong communication and relationship-building skills.
  - Excellent customer service and stewardship skills.
  - Ability to manage multiple projects, follow-through, and meet deadlines.
  - Exhibit a positive attitude and be an example to others in the areas of problem-solving, teamwork, interpersonal relationships, and commitment to NSO's mission and vision.
  - Proficient in job-related software, such as experience with a CRM and other software.
  - Entrepreneurial spirit with the ability to identify and act on opportunities for growth.
  - Self-starter with the ability to work independently in a virtual environment while managing multiple priorities.
  - Familiarity with the arts, cultural organizations, or community-focused programming is an asset.

## Attributes:

- **Leadership:** Skilled at leading projects, meeting targets, and interpersonal skills.
- **Problem-Solver:** Proactive and resourceful in identifying and resolving job-related challenges.
- **Attention to Detail:** Consistently accurate and thorough, ensuring high standards for all job duties.

This position requires occasional onsite work and some light lifting, and in some locations that are not accessible by users of mobility aids. For more information about specific duties, please reach out to us at the email below.

**Compensation/Benefits:**

- \$55,000-\$65,000 commensurate with experience.
- Possible performance bonuses offered.
- Flexible working hours, time in lieu, some hybrid/work from home.
- Opportunities to attend performances and special events.
- Professional development and growth within a leading performing arts organization.
- Private office in St. Catharines.
- Access to new Mac laptop with necessary software and other relevant applications (company property).

**We are committed to equity and justice in hiring and we particularly encourage applications from people from communities of colour, LGBTQ2S, Indigenous, disabled, and other equity-seeking communities. We welcome people from all genders to apply for this role.**

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This role is vital to the success of our operations and enhances our reputation for high-quality artistic and education experiences. If you are an experienced development and fundraising professional with a passion for the performing arts, we invite you to apply!

**How to Apply:** Submit your resume and cover letter to [apply@niagarasymphony.com](mailto:apply@niagarasymphony.com) with “Director of Development” in the subject line.

Only applicants asked to be interviewed will be contacted.

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