

Director, Development

For seven decades, the Calgary Philharmonic has been welcoming communities together through the power of orchestral music. A pillar of the Calgary arts scene and one of Canada's most celebrated live music ensembles, the Calgary Phil presents more than 70 concerts a season across a wide range of programming — epic classics, thrilling collaborations, rockin' pops, family fun, live movie scores, 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 — over 160 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. The Calgary Phil Belongs to Everyone.

The Role

The Calgary Philharmonic is looking for a Director, Development to join its leadership team. The successful candidate will be a key member of the Calgary Philharmonic administrative team and help develop, implement, and drive the organization's strategic direction.

The Director, Development will lead a team of two Major Gifts Officers, two Senior Development Officers, and a Development Coordinator to meet the organization's financial goals. The successful candidate will lead their team in all aspects of donor and sponsor assessment, cultivation, solicitation, and stewardship; endowment campaign development; grant writing; and event planning. This role actively partners with the President + CEO and the Society and Foundation Boards in ensuring financial viability and sound governance of the organization.

The Director, Development reports to the President + CEO and works collaboratively with the full administrative team, guest artists, production managers, and Orchestra musicians.

Key Responsibilities

Leadership

- Effectively leads the Development team in achieving organizational and departmental goals
- Provides ongoing feedback and mentorship to, and development of, team members
- Provides oversight and leadership to volunteers
- Participates in senior leadership, strategic planning, and overall organizational decision-making processes

Assessment, Cultivation, Solicitation, and Stewardship of donors

- Supports the President + CEO in creating and sustaining positive relationships with government funding bodies at the Municipal, Provincial, and Federal levels
- Builds and stewards relationships to secure financial support from individuals, corporations, foundations, and other organizations

Major Gifts

- Leads the creation, development, and oversight of initiatives that align with the organization's strategic plan while ensuring that major gift wishes from individuals, corporations, foundations and other organizations are honoured
- Ensures successful implementation of a responsive and effective stewardship program for major donors

Annual Gifts

- Ensures successful creation and implementation of annual giving campaign
- Ensures successful implementation of a responsive and effective stewardship program for annual donors

Planned Giving

- Ensures successful creation and implementation of planned giving program
- Ensures successful implementation of a responsive and effective stewardship program for planned giving donors

Events

- Ensures successful implementation and reporting regarding AGLC activities such as Casino and Raffles
- Oversees planning and implementation of fundraising and donor stewardship events

Capital and Endowment Campaigns

- Works closely with the President + CEO, Calgary Philharmonic Society Board, and Calgary Philharmonic Orchestra Foundation to plan and coordinate capital campaigns

Administration

- Establishes and manages policies, procedures, and systems with an emphasis on ethical standards for soliciting, recording, and reporting gifts and on meeting the expectations of donors and supporters
- Ensures maintenance of accurate and up-to-date donor/prospect data in CRM system (Spektrix)
- Works with the Marketing + Sales team to design effective marketing, public relations, and advertising plans as they relate to fundraising activities
- Works with the Artistic Operations team to create fundraising activities that align with the Calgary Philharmonic season demands
- Works with the Finance + Administration team to develop and administer budgets and to project and achieve goals for revenue and expenses, ensuring that proper financial processes are followed
- Presents updates to Calgary Philharmonic Society Board and the Calgary Philharmonic Orchestra Foundation

Desired Qualifications

- 10+ years' experience in Fund Development with expertise and knowledge of diverse fundraising programs and strategies including, but not limited to, major gifts, annual gifts, planned giving, digital fundraising, events, and corporate support
- A Certified Fundraising Executive (CFRE) designation is an asset
- Proven experience leading and mentoring a diverse team to achieve organizational goals
- Demonstrated experience meeting and exceeding fund development goals and developing strong, positive stakeholder and donor relations
- Strong CRM experience is essential; Spektrix experience is an asset

- Must have a proven ability to analyze data and use the information to advance the fund development program forward
- Exceptional written and verbal communications skills
- Superior professionalism, judgment, tact, and ethics
- Demonstrated event planning and event management abilities
- Experience in a performing arts organization an asset
- Knowledge of classical music and/or a sincere interest in promoting arts and culture
- Ability to thrive in a fast-paced, constantly changing work environment

Additional Details

- Salary range for this position is \$120,000 to \$155,000 dependent on experience. The target salary for a candidate who meets the qualifications for the role is approximately \$140,000. Compensation above this level, up to \$155,000, may be considered for candidates who bring exceptional experience or qualifications beyond the core requirements.
- Must be available to work beyond office hours including attendance at evening/weekend concerts and events throughout the Season
- 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 4 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: Floor 2, Werklund Centre, 205 8 Avenue SE Calgary AB T2G 0K9

Application Process

Deadline: Accepting applications until the position is filled.

Please send cover letter, resume, and salary expectations to:

Hiring Committee c/o Marian Dyck HR@calgaryphil.com

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

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.