

Manager, Annual Giving

The Vancouver Symphony Orchestra (VSO) seeks a Manager, Annual Giving to join its Development Team—a position integral to reaching and exceeding annual revenue targets.

Founded in 1919, the VSO is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO creates, curates, and connects irresistible musical experiences—performing 150+ concerts annually in its home, the Orpheum Theatre, as well as numerous venues throughout Metro Vancouver, and online. The organization delivers extensive education programs reaching more than 50,000 young people annually, and community engagement initiatives that reach a further 100,000+ people. It is the only major orchestra in Canada to have its own music school. Maestro Otto Tausk is the Music Director of the VSO.

JOB DESCRIPTION SUMMARY:

The Manager, Annual Giving works with the Director, Annual Giving to implement the Friends of the VSO Direct Mail and e-solicitations plan. This position will also support the comprehensive schedule of stewardship activity that builds strong donor loyalty and long-term relationships between donors and the VSO and VSO School of Music.

Reporting to the Director, Annual Giving, you will be responsible for keeping informed on developing donor trends, integration of donation requests in Marketing communications and providing timely responses to donor requests. You will oversee the training of tax receipting and keep current with updates to Tessitura. This activity will set in motion a successful and comprehensive fundraising plan and will be integral to the VSO meeting and exceeding revenue targets.

RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO:

- Implement and manage the annual giving program for the VSO, as directed by the Director, Annual Giving, including content creation, list generation, generating reports, liaising with designers, printers, and mail houses
- Plan, implement and manage an annual giving program for the VSO School of Music including campaign concepts, writing and creative direction for direct mail and social media campaigns
- Work collaboratively with the Director, Annual Giving and the Director, Individual and Legacy Giving to identify stewardship events and activities and implement those events including liaising with third party venues/clients
- Develop and implement strategies to successfully move donors at the VSO to higher giving categories, this will include face-to-face meetings deepen engagement to help determine key donor interests.
- Communicate fundraising communication plans with the Marketing department to ensure goals are met
- Develop and nurture strong relationships with current and prospective donors
- Ensure detailed donor records and track prospect management in Tessitura, the VSO's integrated ticketing and fundraising database
- Work collaboratively with the VSO Development Team to ensure that fundraising revenue targets from individuals are met and/or exceeded while expenses are managed within approved budgets.
- Manage reports and analytics to ensure key acquisition metrics and donor revenue goals are being met
- Participate in department-wide activities such as cultivation and fundraising events for Individual and Legacy giving
- Assist with other projects and duties as assigned by the Vice President, Chief Development Officer or Director, Annual Giving

VANCOUVER SYMPHONY ORCHESTRA

Mailing Address: 500—833 Seymour Street, Vancouver, BC V6B 0G4 | tel: 604.684.9100 | fax: 604.684.9264

Location: 500—843 Seymour Street, Vancouver, BC | Box Office: 604.876.3434 | vancouversymphony.ca

QUALIFICATIONS AND EXPERIENCE:

- 3+ years of fund development experience with demonstrated knowledge of fundraising practices, trends, and initiatives, including direct mail, prospect research, e-solicitations, and event planning
- Demonstrated successful track record in fundraising from individuals with outstanding relationship management skills
- Excellent writing and proposal preparation skills
- Strong interpersonal and organization skills
- A mature and disciplined self starter with the ability to set objectives, activate plans and manage performance in a fast-paced environment
- Ability to work both independently and as part of a team
- Organised and detail oriented
- Willingness and ability to work evenings and weekends, as required
- Proficiency in Microsoft Office and Adobe Suites and advanced knowledge of fundraising software (knowledge of Tessitura a strong asset)
- Tact, diplomacy, discretion essential.
- Ability to travel to meet with donors and stakeholders as needed. Valid BC Driver's License is required
- Embraces values of Respect, Integrity, and Excellence in the workplace

SCHEDULE AND COMPENSATION:

- Monday to Friday primarily, with the flexibility to work evenings and weekends on occasion.
- The VSO is currently working a hybrid model of in-office and remote work. As we continue to evaluate the situation, the balance of time in office and remotely will be guided by department needs.
- Perks include tickets to VSO concerts.
- VSO requires all employees, volunteers and working partners to provide evidence of full vaccination prior to initiating employment.
- VSO offers a comprehensive benefits package including four weeks of vacation.
- We provide a respectful workplace committed to anti-harassment and anti-bullying policies.
- Salary Range: \$50,000 to \$58,000.

Please email your resume and cover letter to employment@vancouversymphony.ca and include "Manager, Annual Giving" in the subject line. Applications will be accepted until the position is filled.

The VSO thanks all applicants for their interest, only those applicants selected for an interview will be contacted. No phone calls please.

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