

Manager, Corporate Programs

The Vancouver Symphony (VSO) seeks a Manager, Corporate Programs to join its Development Team.

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 reaching 250,000 people. 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. The VSO is the only major orchestra in Canada to have its own music school. Maestro Otto Tausk is the Music Director of the VSO and Artistic Director of the VSO School of Music.

POSITION SUMMARY:

The Manager, Corporate Programs is the liaison between the VSO and the corporate community. Reporting to the Vice President, Chief Development Officer, you will maintain and grow the VSO's corporate giving programs through active engagement in the corporate community. You will be responsible for cultivating, procuring, managing, and stewarding corporate sponsorship and philanthropic donations. This activity will set in motion a comprehensive plan that reaches and exceeds annual revenue targets. This position will work collaboratively with members of the VSO Development Team, the Marketing Team, the VSO Gala committee, and members of the VSO Board of Directors to support the goals and objectives of the VSO.

RESPONSIBILITIES:

- Plan, implement and lead the VSO's corporate giving initiatives through sponsorship and philanthropic donations, and keep informed of innovative opportunities that may grow the VSO's corporate support
- Personally manage a portfolio of corporate partners - conducting cultivation visits, solicitation calls and stewardship activities
- Deepen corporate relationships with partners to develop annual support into multi-year commitments
- Identify, cultivate, and solicit new corporate prospects to raise incremental revenue
- Develop comprehensive, creative, and tailored proposals/partnerships that secure new, renewed, recovered, and upgraded corporate support
- Ensure effective donor management frameworks and processes are in place – Call Notes, Call Briefs, CRM Actions, correspondence, stewardship activities
- Develop and maintain strong working relationships with board members and members of the corporate community to maximize corporate engagement and support for the VSO
- Provide exceptional stewardship to ensure all benefits are met and supporters are regularly updated
- Work closely with VSO Marketing Team to ensure all marketing benefits are fulfilled
- Assist in coordinating and attend sponsor hospitality events held in the VSO's performance venues
- Maintain accurate tracking systems for all cultivation and solicitations, pledges and pledge payments, invoicing and thank you letters for gifts received
- Plan and implement the corporate donations campaign to ensure its growth and success in reaching and exceeding annual revenue targets
- Prepare monthly reports for the VP, Chief Development Officer, and Board of Directors
- In consultation with the Vice President, Chief Development Officer, determine annual revenue goals and expense budgets. Track and report on same
- Act as an Ambassador and attend events as required.
- Participate in a rotation of concert duty
- Other duties as assigned

QUALIFICATIONS / EXPERIENCE / COMPETENCIES:

- 4+ years of development experience with an emphasis on corporate fundraising
- Results oriented with a passion for the arts, symphonic music, and music education
- Proven track record in face-to-face engagement, proposal writing, cultivating, soliciting, and closing gifts
- Excels at building and managing relationships with a commitment to donor-centered philanthropy
- Proven abilities to develop and secure support from national companies on through to local businesses
- Thorough knowledge of fundraising practices, trends, and initiatives
- A mature and disciplined self starter with the ability to set objectives, activate plans, prioritize multiple projects, meet deadlines, and manage performance in a fast-paced environment
- Strong interpersonal and organization skills
- Ability to work both independently and as part of a team.
- Demonstrates leadership behaviour and has the maturity and skills to manage and inspire others including staff members, Board members and volunteers
- Organised, detail oriented with the drive to achieve and exceed goals
- Excellent written and oral skills
- Willingness and ability to work evenings and weekends, as required
- Proficiency in Microsoft Office Suite and advanced knowledge of fundraising software
- Tact, diplomacy, discretion essential
- Valid driver's license and access to vehicle required

SCHEDULE AND COMPENSATION:

- Monday to Friday 9:00am to 5:00pm
- Flexibility to work evenings and weekends on occasion
- Hybrid model of in-office and remote work. The balance of time in office and working remotely is guided by department needs and is being continually evaluated.
- Perks include tickets to VSO concerts
- Comprehensive benefits package (including medical, dental, life and disability), Employee Assistance Program, sick days, and vacation
- VSO requires all employees, volunteers and working partners to be fully vaccinated
- We provide a respectful workplace committed to anti-harassment and anti-bullying policies
- Salary Range: \$63,000 to \$68,500

This description summarizes the general nature and level of work expected of the position. It is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of the position.

Please email your resume and cover letter to employment@vancouversymphony.ca and include "Manager, Corporate Programs" 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.

VANCOUVER SYMPHONY ORCHESTRA

Mailing Address: 500 – 833 Seymour Street, Vancouver, BC V6B 0G4 tel 604.684.9100

Location & Courier Address: 500 – 843 Seymour Street, Vancouver, BC V6B 3L4

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