

DEVELOPMENT MANAGER

ABOUT THE VSO SCHOOL OF MUSIC

The VSO School of Music (VSOSoM), founded in 2010, is a 25,000 square foot state-of-the-art music school located adjacent to the Orpheum Theatre in downtown Vancouver. With a mission to enrich lives through the joy of learning, playing and performing the world's great music, the VSOSoM develops experiences that are accessible to all, regardless of age, ability, playing level or economic circumstances; and by nurturing creative and engaged members of society through achievement in the musical arts. With a roster of over 2,000 students, the School is proud to offer individual or group instruction by members of the Vancouver Symphony and other high-level music educators. Classical, jazz, voice, Chinese Traditional instruments, Early Years programming are just some of the programs offered, in addition to improving health and wellness through music, and youth empowerment initiatives.

The school also features a performance theatre (Pyatt Hall) and Reception space which sees a wide range of arts, entertainment, and corporate groups utilizing the space for performances, recordings, and special events.

The VSOSoM is closely integrated with the Vancouver Symphony Orchestra (VSO) one of just a few orchestras in the world to have its own music school. This unique partnership provides unparalleled opportunities and experiences for students studying at the VSO School of Music.

JOB DESCRIPTION

The VSO School of Music is seeking a Development Manager to elevate our fundraising initiatives. You will develop, manage, and grow revenue streams from a variety of sources to support the rapid growth of the VSOSoM, and you will explore and facilitate new opportunities to help us better achieve our aspirational goals.

Your work will help increase scholarships and bursaries, build support for early childhood programs, jazz, classical, vocal, and world music programs, and define the future of the VSOSoM as we build our 10X strategy over the next 5 years. You will drive fundraising efforts for a \$2.5M+ budget and more than \$500K in annual fundraising revenue.

As a passionate fundraiser, you believe that relationships are at the core of everything we do, that music education and the power of music can elevate society and has social, health and wellness benefits far beyond the learning and playing of an instrument. You have a solid understanding of fundraising practices, including major gifts, planned giving, annual giving, and sponsorship, and how they all contribute to a successful fundraising program. You understand that beyond the relationship building of fundraising, you embrace data and analytics and seek new best practices to advance the VSO School of Music's growing revenue goals. You are a remarkable writer and communicator, able to translate impact into tangible concepts that everyone can understand. You're well organized and have a strong ability to prioritize.

KEY RESPONSIBILITIES

Reporting to the VSO's Vice President, Chief Development Officer and working in close collaboration with the VSO's Development Team, President and CEO of the VSO & VSO School of Music, and the Vice President, Learning and Integration of the VSO & VSOSoM, you will;

- Develop and execute an overall VSOSoM fundraising strategy, recognizing and leveraging the broad range of opportunities at the VSOSoM including Early Years, Jazz, Classical, Chinese Traditional, World Music, Music Therapy and much more
- Implement and manage Annual Giving programs and campaigns, from prospect research to donor meetings, and maximize opportunities for the community to support the aspirations of the School
- Communicate with supporters in a timely fashion on the use, impact and financial management of their gifts, including custom stewardship reports where appropriate
- Grow scholarships and bursaries to serve a wider population having access to music education
- Secure and manage corporate sponsorship to ensure meaningful community connections that support the mission
- Ensure that donors, sponsors, and grantors are well stewarded and understand the deep impact they are having on the community by supporting the VSO School of Music
- Establish and grow a planned giving program to foster the long-term vision and impact of the VSOSoM by growing the newly established VSO School of Music endowment fund
- Maximize philanthropic support from Foundations and Grants
- Take a leadership role in developing and organizing VSOSoM stewardship events
- Support and help drive fundraising for the annual Vancouver Symphony Gala, for which the VSOSoM is a beneficiary,
- Manage all administrative elements related to our fundraising activities with some support from members of the VSO Development Team, including database management and keeping thorough, updated and accurate records.

QUALIFICATIONS / SKILLS

- A comprehensive understanding of best practices across fundraising functions, ideally with 3+ years of experience
- Demonstrated skill in storytelling and success in growing an Individual Giving program that retains donors year over year and increases their support through deep engagement.
- Experience building a sponsorship program that delivers excellent value to corporate stakeholders
- Exceptional written, oral, and interpersonal communications with people from diverse racial, ethnic, and socioeconomic backgrounds, including some of Vancouver's most prominent philanthropists.
- Familiarity and proficiency with fundraising/CRM software and the ability to maximize the use of data in decision-making to conceive, execute and evaluate program that enhance fundraising and donor engagement including data analytics, segmentation and reporting
- Computer software proficiency in the Microsoft Office suite of programs (Outlook, Word, Excel, Access, and PowerPoint), and advanced skills in excel is required.
- Strong knowledge of CRA tax receipting guidelines, privacy legislation and legal requirements as they relate to donor records management.
- Prioritizing, multitasking, and juggling a number of projects at the same time while delivering results in a fast-paced environment
- Uncovering new opportunities for funding
- Analyzing results and implementing change

- An appreciation for live music and music education

You'll be the lead fundraiser for the VSO School of Music but will work in collaboration with a dynamic Development Team at the VSO. Your successful efforts will ensure we build stronger relationships with our community that in turn raise the funds required to meet the aspirational goals of the VSO School of Music in the coming 5 years.

HOURS & COMPENSATION

This is full-time position (35 hours/5 days a week), with 3 weeks vacation. Our business includes concerts and events, so some evenings and weekends are required. The VSOSoM has an agile workplace policy with an opportunity to work remotely one day a week and must be in the office four days each week, as determined by your supervisor. Remuneration for this role will be \$65,000 – 70,000, commensurate with experience. The VSOSoM offers extended medical benefits and other incentives and perks.

TO APPLY

The VSO School of Music values diverse perspectives, experiences and cultures and is committed to fostering an inclusive workplace. We encourage applications for this position from members of all groups experiencing barriers to equity.

Please email your resume and cover letter to: jobs@vsoschoolofmusic.ca. Please include "DEVELOPMENT MANAGER" in the subject line.

The VSOSoM thanks all applicants for their interest, only those applicants selected for an interview will be contacted.

APPLICATION DEADLINE

August 31, 2023