

About the VSO

Vancouver Symphony Orchestra 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 VSO is one of a handful of orchestras worldwide that has its own music school: the VSO School of Music. 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. Maestro Otto Tausk is the VSO’s Music Director and the Artistic Advisor of the VSO School of Music.

About the VSO School of Music

VSO School of Music, 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 VSO SoM 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 1900 students, the School is proud to offer individual or group instruction by members of the Vancouver Symphony and other high-quality music educators.

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.

Job Description- Annual Giving Officer – Patron Circle

As an Annual Giving Officer, you will play a vital role in fundraising efforts, building relationships with the VSO’s Patron Circle mid-level donors, and ensuring the continued success of our organization. This is a fantastic opportunity for an individual with a strong commitment to our mission and a proven track record in fundraising.

As the Annual Giving Officer – Patron Circle, you will be responsible for developing and implementing strategies to cultivate new donors, steward existing donors, and increase annual giving revenue. You will work closely with our leadership team to create compelling fundraising campaigns and events that align with our organization's goals and values. Additionally, you will collaborate with other team members to develop and maintain a comprehensive donor database, track progress, and generate reports.

VANCOUVER SYMPHONY ORCHESTRA

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

Location & Courier Address: 500—843 Seymour Street, Vancouver, BC V6B 3L4 | vancouverSymphony.ca

This role requires excellent communication and interpersonal skills, as you will be responsible for building relationships with a diverse range of donors. You will have the opportunity to engage donors through various channels, including in-person meetings, phone calls, email campaigns, and social media.

The successful candidate will have a strong understanding of fundraising principles and best practices, as well as experience in donor cultivation and stewardship. You must be highly organized, detail-oriented, and able to manage multiple projects simultaneously. A creative mindset and the ability to think strategically will be key in developing and implementing effective fundraising campaigns.

Responsibilities

- Develop and execute annual giving strategies to increase donor engagement and revenue
- Cultivate and steward relationships with individual donors, including regular communication and personalized recognition
- Collaborate with the team to create compelling fundraising campaigns and events
- Research and identify prospective donors for cultivation and solicitation
- Maintain and update donor database, ensuring accurate and complete records
- Generate reports and track progress towards annual giving goals
- Collaborate with marketing team to develop marketing materials, including direct mail appeals, email campaigns, and social media content
- Oversee the planning and execution of annual giving campaigns, including direct mail, online fundraising, and donor stewardship
- Create compelling fundraising materials, such as letters, emails, and social media content, to engage donors and supporter

Qualifications

- Bachelor's degree in a related field
- Minimum of 3-4 years of experience in nonprofit fundraising, with a focus on annual giving
- Proven track record of successfully managing and growing annual giving programs
- Strong knowledge of fundraising best practices and techniques
- Excellent written and verbal communication skills
- Ability to build and maintain relationships with donors and stakeholders

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- Experience working with donor databases and fundraising software
- Strong organizational and project management skills
- Ability to work independently and as part of a team
- Flexibility to attend occasional evening and weekend events

Remuneration

- \$62,000- \$67,000 annually based on experience
- Competitive salary commensurate with experience.
- Comprehensive benefits package including health insurance, retirement plans, and paid time off.
- Opportunities for professional development and advancement within the organization.
- Access to world-class performances and cultural events.
- We require all staff to complete a criminal record check that is part of the hiring process and we do not reimburse for the cost

What it's like to work here

The VSO and the VSO School of Music offer a fast-paced, creative, and strategically minded workplace environment. We are a group of music-loving arts administrators, with a passion for the performing arts, combined with business acumen, personnel management, and leadership, in a strong and collaborative environment. We are proud of the VSO's legacy in musical excellence and are working towards growing our reputation as a world-class orchestra, with state-of-the-art teaching facilities, outreach programs, as well as a community of engaged, philanthropic fans.

The VSO and VSO School of Music offer hybrid working models, though given that we work in live performing events, we know that some evening and weekend work will be required on site.

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

Benefits

The VSO and the VSOSoM offer a flexible work environment, extended medical benefits available to full time employees, and other incentives and perks.

To Apply

Please email your resume and cover letter to employment@vancouversymphony.ca

Please include "Annual Giving Officer – Patron Circle" in the subject line.

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

Application deadline

Open until filled