

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- Grants and Foundations Officer

We are seeking a highly motivated and experienced Grants and Foundations Officer to join our dynamic team. This strategic role is designed for a professional who possesses a strong background in grant writing, donor relations, and foundation engagement. The ideal candidate will play a pivotal role in advancing our

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

organization's mission through effective grant management and building robust relationships with foundations and other funding entities. The officer, Grants, and Foundations will oversee the development of grant proposals, ensure compliance with funding requirements, and maintain a comprehensive calendar of grant deadlines and deliverables. This individual will collaborate closely with various departments to identify funding needs, prepare detailed budgets, and create compelling narratives that highlight the impact of our programs. The successful candidate will also be responsible for tracking grant submissions and outcomes, reporting on funded projects, and analyzing funding trends to inform future strategies. The position requires not only excellent written communication skills but also a thorough understanding of the philanthropic landscape. If you are passionate about resource development and thrive in a results-driven environment, we encourage you to apply to join our dedicated team of fund-raising professionals.

Responsibilities

- Research and identify potential grant opportunities from foundations and institutional donors.
- Write, edit, and submit high-quality grant proposals and reports in accordance with funder requirements.
- Develop and maintain relationships with foundation staff and other key stakeholders.
- Collaborate with program teams to align grant proposals with organizational priorities and goals.
- Track and manage all grant applications, deadlines, and reporting requirements.
- Prepare and present updates to senior leadership regarding grant opportunities and status.
- Assist in the development of promotional materials for grant fundraising initiatives.

Requirements

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

- Bachelor's degree in a relevant field such as nonprofit management, public policy, or communications.
- Minimum of three years of experience in grant writing and foundation relations.
- Demonstrated success in securing funding from foundations and institutional donors.
- Strong written and verbal communication skills with attention to detail.
- Ability to work collaboratively with team members and external partners.
- Proficiency in research and analysis related to funding opportunities.
- Strong organizational skills with the ability to manage multiple projects and deadlines.

Remuneration

\$66,000 - \$67,000 based on experience

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

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

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 "**Grants and Foundations Officer**" in the subject line.

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