



saskatoon symphony orchestra

WWW.SASKATOONSYMPHONY.ORG

Eric Paetkau Music Director

The Saskatoon Symphony Orchestra is the city's oldest arts organization and has recently re-established itself as one of the premier orchestras in the country. Over the course of the last five seasons the SSO has undergone a dramatic transformation lead by a passionate administrative and artistic team.

The SSO is seeking to hire a Director of Development to spearhead the fundraiser for the organization.

The organization has an exciting working pace and an administrative team that thrives in a creative, open office environment. We value the lasting relationships we've formed with our patrons and community partners.

General responsibilities

- Manage and execute all levels of fundraising for the organization from lead generation, developing proposals and making asks, creating donor recognition groups and policies, gift receipting and database management.
- Collaborate with the board of directors and executive director to create fund development plans.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Plan and execute fundraising events.
- Engage with corporate partners to support the work of the organization.
- Develop policies and procedures in line with ethical fundraising practices and fostered a philanthropy-focused organization.
- Oversee staff assisting in development activities.

Donor Cultivation and Management

- Identify and develop corporate, community, and individual prospects with a focus on donor needs and interests in supporting the arts and the community.
- Establish relationships and maintain ongoing communications with donors and businesses to support the SSO in creative ways that further the work of the organization.
- Create and execute a strategy for a large, sustained base of annual donors including 3 "annual fund" asks plus project funding.
- Seek innovative ways to increase revenue and to create new opportunities for giving and growing relationships with highly engaged patrons, including overseeing the annual Music Lover's Trip.
- Develop, execute, and manage a planned giving program.
- Manage donor database, and oversee daily usage and management of staff assisting with data entry and gift processing.
- Manage the Patrons Club as a recognition circle, a pathway to major giving, and new donor acquisition opportunity.
- Research and stay up-to-date on fundraising and donor relations trends locally, provincially, nationally, and internationally, and in the professional realm and other non-profit organizations.



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Communications, Events, and Volunteer Management

- Work with the executive director and marketing director to develop a comprehensive communication plan promoting the SSO to donors and patrons (current and prospective) to maximize public awareness of our fundraising activities.
- Write content and coordinate the design, printing, and distribution of marketing and communication materials for development efforts.
- Oversee the organization of special events and partnerships with local businesses and other organizations, including galas and sponsorship events alongside SSO concerts.
- With other staff, plan and execute concert events and donor recognition events alongside them.
- Engage and manage volunteers and board members for special projects.
- Reach out to sponsors and vendors and work with other SSO staff to fulfill the mandate of the “The Boutique” at concerts as a revenue sharing source in partnership with local artists.
- In conjunction with SSO staff, recruit and manage the SSO volunteer team.

Skills required: strong interpersonal and relationship building skills; excellent verbal and written communications; grant and proposal writing experience; excellent computer skills, particularly database programs, Microsoft Office (Excel and Word), G Suite, and mass e-communication tools; excels in a small team environment but also can work on your own and be a self-starter.

Qualifications required: minimum 3 to 5 years in fundraising, sponsorship, business development, or a related field. Other experience may transfer. Undergraduate degree required.

Works hours and salary to be negotiated. Due to the nature of our organization, many work events are on evenings and weekends.

Interested parties should send a cover letter, resume, and salary expectations to jobs@saskatoonsymphony.org attention to Mark Turner, Executive Director.

Applications close November 30th, 2018.