

Development Manager
August 12, 2024

ORGANIZATION:

Early Music Vancouver

DEADLINE: Until filled

ORGANIZATION DESCRIPTION:

WEBSITE:

www.earlymusc.bc.ca

ABOUT EMV:

Early Music Vancouver (EMV) is a much-loved and vital contributor to Vancouver's cultural scene. EMV concerts offer a platform for cross-cultural dialogue and exploration of diverse perspectives and relationships with the past.

For more than 50 years, EMV has presented a full season of live performances and an annual 10-day summer festival featuring some of the most renowned artists in historical performance. Live performances take place in Vancouver at venues such as Christ Church Cathedral, the Chan Centre (UBC), St. Andrew's Wesley United Church, and Kay Meek Arts Centre (West Vancouver). In addition, Early Music Vancouver produces informative digital content and a behind the scenes interview series. EMV offers a Mentorship programme with UBC and a scholarship programme for professional-track music students or active professional musicians seeking to develop skills in early music performance.

The Pacific Baroque Orchestra (PBO) is EMV's 'house orchestra'. Under the direction of Alexander Weimann, the PBO is recognized as one of Canada's most exciting and innovative early music ensembles. It has toured extensively throughout the Canada and the U.S.

JOB DESCRIPTION:

We are seeking a Fund Development Manager to play a key role in generating fundraising revenue to support Early Music Vancouver's programs and operations.

The successful candidate will have experience in government, corporate and foundation grant writing, and a drive to make strong connections within the EMV community and beyond. The position requires a resourceful candidate with excellent written, oral, and presentation communication skills, well-developed computer skills, and the ability to work as a collaborative and 'hands-on' player on a small team.

Working directly with the Artistic and Executive Director and the Donor Relations Manager, the Fund Development Manager is responsible for the overall research and execution of government grants, corporate partnerships, private foundations portfolios, as well as helping with the stewardship of current and prospective donors.

RESPONSABILITIES:

- Actively research and identify fundraising opportunities: prospective individual and corporate sponsors and grants to diversify and grow organizational support.
- Support government relations with grant writing/reporting activity under supervision in collaboration with the Artistic and Executive Director.
- Manage a portfolio of foundations, donors, corporate sponsors and other prospects with the goal of maintaining and increasing existing levels of giving and generating new sources of support.
- Draft and execute EMV's Annual Fundraising Plan based on specific fundraising targets with the support and guidance of the Artistic and Executive Director.
- Maintain an excellent standard of customer service ensuring all interactions with sponsors, supporters, and prospects are always exceptional.
- Provide updated donor lists to Patrons Services Manager for inclusion in concert programmes.
- Monitor and report on results (preparation and presentation of reports on status and results of fundraising programs, comparison of actual results against planned targets, reporting on actual program costs compared to budgeted program costs).
- Participate in EMV's fundraising campaigns in collaboration with Patron Services Manager, Project Manager and Artistic and Executive Director.
- Regularly update the fundraising pages on the EMV website.
- In collaboration with the Artistic and Executive Director, provide effective and ongoing stewardship of current and prospective donors by maintaining regular and timely communications and correspondence.
- Manage in-kind donations.

- Attend evening concerts and festival concerts and events.
- Acts as an ambassador for EMV at all levels of public engagement.
- Other responsibilities as assigned.

QUALIFICATIONS:

- Excellent oral, written, and presentation skills, through various mediums.
- Minimum of 2+ years of recent fund development, preferably with a charity or non-profit organization.
- Proven capacity to meet fundraising goals.
- Ability to communicate EMV's vision and key messages to potential supporters.
- Strong interpersonal and public relations skills and the ability to communicate effectively with donors, volunteers, and other community members and other key stakeholders.
- Knowledge of ethical fundraising practices and processes.
- A passion for music and the Arts.
- Post-secondary education (preferably in marketing, or business administration), or an equivalent combination of education and relevant experience.
- Ability to prioritize and multi-task a range of projects.
- A high-level of discretion.
- Knowledge of CRM and databases.

Note: Candidates with relevant, transferable skills who do not exactly meet the above specifications are encouraged to apply.

Other Requirements: Legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit).

HOURS

Full time, 37.5hrs/week. The position allows for a hybrid (remote and in-person) work schedule, to be negotiated with the Artistic and Executive Director. Depending on skill and qualifications, a part-time contract is also available.

HOW TO APPLY:

Please send a resume and cover letter together in one PDF named (First & Last Name) to the Artistic and Executive Director, summarizing your qualifications and experience to staff@earlymusic.bc.ca

We thank all applicants in advance for their interest, however, only those selected for an interview will be contacted.

Early Music Vancouver is committed to promoting an accessible, safe, inclusive and diverse environment. We respect, value, and celebrate the diverse experiences of each person and actively encourage everyone to consider joining our team. If you have questions or need support or assistance in submitting your application, please reach out to Suzie LeBlanc at 604-732-1610 ext. 102 (available after August 28th)

REMUNERATION:

From \$63,000. Negotiable based on the successful candidate's skills and experience.

Extended health benefits are available after 60 days.

Competitive paid time off

Contact Name: Suzie LeBlanc

Contact Email: staff@earlymusic.bc.ca

Contact Phone: (604) 732-1610, ext. 102