



## **Development Manager - Salary commensurate with experience**

### ORGANIZATION DESCRIPTION

Toronto Summer Music (TSM) is an international Festival and Academy that brings world-renowned performing artists to Toronto for an unparalleled combination of concerts and events. TSM Academy has swiftly become one of North America's pre-eminent summer training programs. Toronto Summer Music also runs an innovative Community Program for Adult Amateur Musicians.

### JOB DESCRIPTION:

The Development Manager is a proven fundraiser with a track record of success. This is a year-round, full-time position, reporting to the Executive Director. This position is responsible for Fundraising as well as occasionally providing general assistance for the TSM Office and Festival. This position will work closely with the Executive Director, particularly in areas related to new initiatives, fundraising strategic plan, development, and cultivation.

### RESPONSIBILITIES:

- Conduct research on prospects, including individuals, corporations, and foundations.
- Cultivate and secure major gifts
- Execute the annual campaigns communications for individuals, corporations, and foundations.
- Assist with the preparation of government grant applications.
- Manage writing of foundation applications
- Create prospect profiles, update donor profiles, and assist in analyzing and rating prospects.
- Manage database consisting of over 16,000 donors, supporters, and ticket buyers.
- Manage and track all incoming donations, grants, sponsorships, and payments.
- Ensure timely recognition of all donors and supporters.
- Manage the fulfillment of benefits for sponsors.
- Coordinate VIP festival ticket fulfillment with contracted Box Office.
- Coordinate cultivation and stewardship events.
- Participate in the formulation of fundraising strategy for TSM and specific projects through meetings and discussions with the Executive Director and Fundraising Committee.
- Assist with preparation of the monthly Fundraising report for the Board of Directors.

Toronto Summer Music Foundation

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- Prepare progress updates on current projects, as well as final reports upon completion of projects (e.g. annual campaign, special event, directed giving, etc.).

#### Requirements

The Development Manager must have a proven track record of creating and implementing successful fundraising strategies and campaigns. The Development manager must have a post-secondary degree or equivalent, and have a minimum of five years experience in fund development as well as success in cultivating donors and volunteers. They must have experience creating strong cases for support and strategic fundraising goals. The successful candidate should be enthusiastic, self-directed, and results oriented, a collaborative team player, and comfortable working with a diverse audience. Other key skills include: excellent organizational abilities, excellent writing skills, effective time management, and innovative creative thinking. The successful candidate should also be comfortable and proficient working in Microsoft Word, Microsoft Excel, and Microsoft Power Point. A working knowledge of Sumac would be an asset.

Demonstration of a love for and knowledge of the arts and classical music would be strong assets.

#### **Responsibilities outlined above are subject to change.**

Employment will be on a full-time basis of 40 hours per week. During the busy Summer Festival Season, and the weeks leading up to it, evening and weekend work will be required. As a management level employee you will not be entitled to overtime.

How to apply:

Please send your resume and cover letter to the attention of:

Vanessa J Goymour  
Executive Director  
Toronto Summer Music  
[vgoymour@torontosummermusic.com](mailto:vgoymour@torontosummermusic.com)

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