Development Manager at Toronto Summer Music

Toronto Summer Music (TSM) is an internationally recognized classical music Festival and Academy that brings world-renowned performing artists and emerging talent to Toronto for concerts, events, and masterclasses every summer. TSM is dedicated to enriching the community through a shared love of music. By presenting outstanding performances by world-renowned artists while also providing high-level training and performance opportunities for emerging musicians and passionate adult amateurs, TSM helps build meaningful connections between artists and audiences.

Position Summary:

Start Date: July 13, 2026
End Date: August 27, 2027 (with possibility of transition to a permanent role)
Salary: $50,000 - $60,000 CAD
Job Type: Full-time contract, 40 hours per week with flexibility to work early mornings, evenings, and weekends during the Festival

- Remote work from August 2026 to June 2027
- In-person work during the Festival in July 2026 and July 2027

Position Description:

The Development Manager is a fundraiser with a track record of success. This is a year-round, full-time contract position, reporting to the Executive Director, with the possibility of transition to a permanent role, subject to organizational needs and funding. This position is responsible for fundraising and grant writing 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 donor cultivation, stewardship, and grant writing.

Duties & Responsibilities:

- Conduct research on prospects, including individuals, corporations, grants and foundations
- Assist with the preparation of government grant applications
- Manage writing of foundation applications and proposals
- Cultivate and secure major and individual gifts with the Executive Director.
- Plan and execute annual campaigns communications
- Manage and keep up-to-date 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
- Assist with the general running of the Festival during the Festival period (July 2026 and July 2027), with a focus on donor & audience stewardship
- Participate in the formulation of fundraising strategy for TSM and specific projects together with the Executive Director and Fundraising Committee
- Manage the sale and delivery of print advertisement spots in house programs.
- Prepare progress updates on current projects and final reports upon completion of projects for both internal and external stakeholders (e.g. annual campaign, special event, directed giving, annual gratitude report, grant reports, etc.)
- Assist with general Festival activities including proofreading of public communications, coordinating program note writers, and assisting with the creation of speaking notes and marketing copy, where appropriate
- Other duties as assigned

Experience & Qualifications:

- Post-secondary degree or equivalent
- Proven track record of creating and implementing successful fundraising strategies and campaigns
- Substantial grant writing experience
- Interest in fund development, stewardship, and donor cultivation
- Experience setting and meeting strategic fundraising goals
- Strong interpersonal and organizational skills
- Excellent communication skills (written and verbal)
- Ability to multi-task and manage various projects with overlapping deadlines
- Ability to work collaboratively in a fast-paced team environment
- Significant knowledge of or training in classical music is required
- Experience in arts administration/management is an asset
- Proficiency in Microsoft Office (Word and Excel)
- Experience with Sumac is an asset

How to apply:

Email cover letter and resume in one PDF file before **5:00pm on June 19, 2026** to **Vanessa J Goymour, Executive Director** at vgoymour@torontosummermusic.com. Candidates selected for an interview will be contacted the week of June 22, 2026. Virtual interviews will be scheduled between June 24-26, 2026.

TSM is an equal opportunity employer, committed to diversity and inclusiveness. We welcome all qualified applicants from all backgrounds to apply.