

JOB POSTING- Interim Development Manager (maternity leave contract)

Application deadline:

Start Date: September 2023 TBD

End Date: September 27, 2024

Salary From: 45K- 50K

Job Type: Full-time, contract (maternity leave)

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 fundraiser with a track record of success. This is a year-round, full-time position, reporting to the Executive Director, covering for a one-year maternity leave vacancy. 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.

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, in conjunction 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 2024), including donor & audience stewardship, as well as Front of House support.
- Participate in the formulation of fundraising strategy for TSM and specific projects through meetings and discussions with the Executive Director and Fundraising Committee.
- Manage the sale and delivery of print advertisement spots in the TSM house programs.

- Prepare progress updates on current projects, as well as 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.

Requirements

The ideal candidate will 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 substantial writing experience, as well as experience or interest in fund development and cultivating donors. They must have experience creating strong cases for support and strategic fundraising goals, with grant writing experience a strong asset. The successful candidate should be enthusiastic, self-directed, highly organized and results oriented. They must be a collaborative team player, and comfortable working with a diverse audience. Other key skills include: strong interpersonal and communication skills, 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 Office Suite (Word, Excel, PowerPoint etc.). A working knowledge of Sumac and WordPress 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 for the term of the contract. During the busy summer Festival period, and the weeks leading up to it, evening and weekend work will be required. Generous vacation time and flexibility provided in lieu. There will be a hand-over period between the outgoing and incoming Development Manager.

This position will work remotely for the majority of business hours except for the summer Festival period which is conducted entirely on-site. In the event that TSM moves back into a brick and mortar office in the fall of 2023, the position will work on a flex system, occasionally working from the office.

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