

DEVELOPMENT MANAGER

THE OPPORTUNITY

The Ottawa Chamber Music Society (OCMS) is seeking an individual to serve as its **Development Manager**. This position provides a unique opportunity to work at one of Canada's leading non-profit chamber music organisations, alongside its Executive and Artistic Directors, Board of Directors, donors, audience base, and staff to strengthen the organization for the future and position it for long-term success.

Reporting to the Executive Director (ED), with a strong thread to the Artistic Director (AD), the Development Manager will manage OCMS's fundraising program. They will be responsible for generating revenue to help achieve OCMS's short and long-term funding objectives with a focus on building a sustainable future for the organization.

A deep personal interest and passion for working with donors and building lasting relationships is essential for this role. Enthusiastic, goal-oriented and possessing strong communication abilities, the new Manager will show confidence, integrity, empathy, and the ability to interact thoughtfully with donors and partners. They will be team-oriented, thrive in a values-driven work environment and, possess the necessary skills to effectively manage OCMS's fundraising program.

KEY RESPONSIBILITIES

- Proactively help to build a culture of philanthropy within staff, donors, volunteers, and the community.
- Work with the ED and AD to create goals and strategies for the organization's revenue generation.
- Develop and advance OCMS's Fund Development strategy to meet short and long terms goals focussing on Major Gifts, Planned Gifts, Corporate Giving, and Sponsorship.
- Build stability and growth in community and donor investments.
- Develop and nurture relationships with current donors and prospects, as well as converting programming supporters into donors.
- Undertake high-level fundraising efforts to raise significant gifts from new and existing donors and prospects.
- Ensure a strategic and coordinated approach to donor identification, cultivation, solicitation, and stewardship activities.
- Develop and implement an innovative engagement and stewardship plan to promote OCMS to its donors and raise awareness of its fundraising activities.
- Nurture existing relationships and implement strategies and tactics to build new relationships with donors, patrons, business and community leaders, and other key stakeholders
- Work in collaboration with the ED and AD to develop effective content for

- cases for support, donor opportunities, proposals, and donor stewardship
- Cultivate and solicit new and active sponsors, and work with the marketing team to ensure activation.
 - Analyse and interpret data to support the setting of fundraising goals, strategies and data-driven decision making
 - Contribute towards Board engagement to support the achievement of OCMS's fundraising objectives.
 - Act as a spokesperson for OCMS when appropriate and participate in community events, public forums, conferences other events to enhance and support OCMS's profile.
 - Provide leadership, guidance, inspiration, and support to help team members develop skills and capacity.
 - Manage, coach, and evaluate the performance of direct reports
 - Manage the CRM, utilising data-driven strategies to prioritize outreach and recording all donor interactions.

QUALIFICATIONS AND COMPETENCIES

This position requires an innovative thinker with strong communications skills, a fundraising philosophy that centres on caring for and nurturing donors, a confident and strategic mindset, and a demonstrated history of relevant experience.

- A personal commitment to the principles of IDEAS: Inclusion, Diversity, Equity, Accessibility, and Sustainability.
- Intellectually curious with a genuine desire to learn about people, places, and things.
- Behavioural and linguistic flexibility with the skill to adapt speaking style and behaviour depending on the audience.
- Information distiller with the ability to recognize, curate and communicate relevant information.
- Strategic solicitor with the confidence and skill to artfully ask prospective donors to contribute.
- Empathetic, understanding, and caring disposition with the ability to listen and build trust.
- Donor-centred with the ability to understand and ensure donors are the core asset of OCMS's charitable goals.
- High level of professionalism with good judgement and discretion.
- A strong work ethic, combining energy and stamina.
- Bilingualism or a working knowledge of French an asset in addition to a strong proficiency in English.

EXPERIENCE AND KNOWLEDGE

- A deep personal interest in the arts and a commitment to the goals and values of OCMS.
- A demonstrated understanding and commitment to creating an environment and modeling a workstyle that is inclusive, diverse, equitable and accessible.
- Demonstrated experience executing fundraising programs in the not-for-profit sector, particularly in major individual gifts, planned giving and corporate partnership development.
- Understanding of annual and legacy giving as well as donor stewardship programs with the commitment and aptitude required to build a culture of philanthropy within the organization and the community.
- A high level of motivation and organization.
- Capacity to formulate both traditional and entrepreneurial strategies.
- Exceptional interpersonal skills to foster and build long-term relationships.
- Successful record of interpersonal and relationship management skills.
- Ability to leverage a strong network of contacts and develop effective partnerships.
- Experience working successfully and collaboratively with volunteers and staff.
- Ability to work towards objectives, establish clear directives, meet deadlines, and manage multiple priorities.
- Knowledge of fundraising databases and the ability to analyze and interpret data.
- Excellent writing, presentation, and computer skills.

WORK ENVIRONMENT

- This position is located in Ottawa, Ontario. Due to the relationship-focused nature of fund development, it will be necessary for the successful candidate to be situated in Ottawa.
- This position will require non-traditional hours particularly during the Festival and concert periods.
- The successful candidate should expect to have a significant on-site presence (office, concerts, meetings, and events) with the option of working from home when appropriate.

TERMS OF EMPLOYMENT

- This is a full-time position based in Ottawa, with a salary in the range of \$50,000 – \$55,000 commensurate with experience, 3 weeks of vacation, and employer contribution to a RRSP. Health benefits are an option.

- The position requires frequent evening and weekend work.
- The successful candidate shall start in February 2021 or at the earliest convenience. At time of posting, Ottawa Chamberfest staff and volunteers work a combination of on-site and remotely.

HOW TO APPLY

- Please apply by email with a cover letter and a resume no later than **Friday January 21 at 5 p.m. EDT or until suitable candidate is found**. Send to: hr@chamberfest.com.
- Qualified candidates from all backgrounds are welcomed and encouraged to apply.
- Ottawa Chamberfest thanks all applicants for their interest. Only those advancing in the process will be contacted. All applications will be treated in the strictest confidence.

ADDITIONAL INFO

- Ottawa Chamberfest works to build a world where the rights, dignity, and worth of every human being is respected and celebrated. The organization strives to create a climate that is respectful, safe, and inclusive – where all feel welcome and valued, and where all are supported to make their contribution. Ottawa Chamberfest values equity and diversity.
- Founded in 1994, Ottawa Chamberfest is registered with the Canada Revenue Agency as the Ottawa Chamber Music Society.

Ottawa Chamberfest's activities take place on the unceded territory of the Anishinaabe-Algonquin people who are the traditional caretakers of this region which is also home to many nations from across Turtle Island. As a team, we recognise that we have a great deal to learn and have a responsibility to increase our knowledge and understanding of history and the associated realities of the Indigenous people of this land.