

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 not-for-profit chamber music organizations 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 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 set goals for the organization's revenue generation.
- Develop and execute strategies to meet short- and long-term goals including raising funds through major gifts, planned giving, corporate sponsorship, and community-level fundraising.
- Develop and nurture relationships with current donors and prospects and oversee efforts to convert patrons into donors.
- Ensure a strategic and coordinated approach to donor identification, cultivation, solicitation, and stewardship activities.
- Develop and implement an innovative stewardship plan to promote OCMS to its donors and raise awareness of its fundraising activities.
- Implement strategies and tactics to build relationships with new 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, proposals, and donor stewardship materials.
- Work with the marketing team to ensure activation and recognition commitments are met.
- Analyze and interpret data to support the setting of fundraising goals, strategies, and data-driven decision making.
- Support Board engagement activities 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, and support to help team members succeed.
- Manage and evaluate the performance of direct reports (if applicable).
- Manage our customer relationship management (CRM) system, 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. Specifically, we are looking for someone with the following traits:

- Personal commitment to the principles of IDEAS: Inclusion, Diversity, Equity, Accessibility, and Sustainability.
- Intellectually curious with a genuine desire to learn about other people.
- Ability to communicate effectively and respectfully with a range of people from different backgrounds.
- Information distiller with the ability to recognize, curate, and communicate relevant information.
- Confidence to artfully ask prospective donors to contribute.
- Empathetic, understanding, and caring disposition with the ability to 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.
- Strong work ethic, combining energy and stamina.
- Extremely organized with a strong attention to detail.

EXPERIENCE AND KNOWLEDGE

- Interest in the arts and commitment to the goals and values of OCMS.
- Demonstrated understanding and commitment to creating a work environment that is inclusive, diverse, equitable, and accessible.
- Demonstrated experience executing fundraising programs in the not-for-profit sector, particularly in major gifts, corporate sponsorship, and community-level fundraising campaigns.
- Understanding of donor stewardship programs with the commitment and aptitude required to build a culture of philanthropy within the organization.
- 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.
- Bilingualism or a working knowledge of French an asset in addition to a strong proficiency in English.

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 salary commensurate with experience (range \$50-55,000), 3 weeks of vacation, and employer contribution to a RRSP. Optional health benefits.
- The position requires frequent evening and weekend work.

- The successful candidate will start in October 2024 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 **October 14, 2024**. 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.