



THUNDER BAY  
SYMPHONY  
ORCHESTRA

Paul Haas  
Music Director

Confederation College  
Sibley Hall Residence  
960 William Street

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tbsso.ca

## Director of Development – Fulltime

The TBSO is hiring a Director of Development. This is a fulltime permanent position.

The Thunder Bay Symphony Orchestra serves the entire Northwestern Ontario region by providing outstanding classical music performances and education programs, and strives to be the best regional orchestra in Canada.

The Director of Development is a key member of the leadership team, making key strategic development decisions affecting the TBSO. This position is responsible for planning, organizing, and directing all of the TBSO's development and fundraising activities, including major gifts, planned giving, and special events.

As Director of Development you will play an integral role in achieving the TBSO's goal of creating meaningful relationships with its concertgoers and supporters. In addition, you will design and implement a comprehensive plan for developing key external alliances and partnerships by cultivating, soliciting and securing individual, corporate and foundation support.

## Responsibilities

### Donor and Prospect Management:

- Identify, cultivate, and solicit leadership prospects for mid and major giving through face to face visits and personalized correspondence. Use donor research to determine highest priority prospects
- Manage a portfolio of high potential prospects and donors (corporate, individual, and foundation) with the goal of increasing overall giving
- Develop a strategic and creative sponsorship program tailored to meet the objectives of corporate partners
- Create stewardship strategies that will provide donors a variety of measures to show impact of investment.
- Plan and manage donor and prospect activity through TBSO database, recording activity and creating plans for solicitation
- Drive the Major Giving efforts of the TBSO and cultivate, solicit, and steward individuals, foundations and corporate donors
- Develop tailored strategies to further connect donors to the work of the TBSO
- Engage a variety of internal and external leaders in order to educate and engage donors and prospects.
- Assist with implementation of and ensure the success of public campaigns
- Develop and implement a strategic and comprehensive major gifts plan with measurable goals that align with annual, campaign and planned giving efforts
- Engage internal and external leaders and volunteers to further the TBSO's fundraising efforts

### **Board/Volunteer Management:**

- In conjunction with the ED/GM and Board President, create strategies to engage board and other volunteers in serving as ambassadors and advocates for the TBSO mission
- Assist in the management of the TBSO's Development Committee
- Recruit, train, and inspire board and external volunteers in the Development process helping to build a culture of philanthropy

### **Qualifications**

- Entrepreneurial and innovative mindset
- Demonstrated ability to engage donors and make them feel valued
- Proven track record in successfully soliciting and closing gifts
- Background in successful grant-writing
- Demonstrated judgment and creative problem-solving skills
- Ability to quickly react to changes reflected in analysis and to shift strategies accordingly
- Strong oral and written communication skills
- Ability to manage multiple tasks and set priorities in a fast-paced environment
- Must be able to exercise a high degree of diplomacy, discretion, and collaboration with all levels of partners, both external and internal
- Bachelor's Degree in Communications, Business or related field
- 5+ years of related experience in volunteer management and major gift solicitation
- Proficiency in Microsoft Office suite and donor databases

*The Thunder Bay Symphony Orchestra values diversity and strongly encourages applications from individuals in historically underrepresented groups: Women, Indigenous Peoples, People of Colour, Persons with Disabilities, and LGBTQ+ individuals.*

**Please email resume and cover letter directly to TBSO: [info@tbsoc.ca](mailto:info@tbsoc.ca).**