



THUNDER BAY
SYMPHONY
ORCHESTRA

Paul Haas
Music Director

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tbso.ca

Development Officer– Fulltime, One-year term

The TBSO is hiring a Development Officer. This is a full-time, salaried position. One-year term with the possibility of a permanent position.

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

Reporting to the Director of Development, the Development Officer will take responsibility for the day-to-day functioning of fundraising programs. This person will work closely with the Director of Development on grant-writing, donor relations, and fundraising activities. Using online granting portals like OAC NOVA, they will organize submissions to granting bodies and Foundations for both core funding and project-based applications. They will also manage and organize donor lists in our database. In addition, they will act as a face of the TBSO and network in the community to establish relationships with donors, funders, and sponsors.

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

Responsibilities:

- Working on coordination, implementation, and execution of fundraising initiatives and donor development activities.
- Participating in development of a donor stewardship program.
- Management of campaigns including direct mail, monthly giving, grant submissions.
- Participation in fundraising events and activities, 3rd party events, and other public facing activities.
- Working closely with the Director of Development, Marketing Manager to achieve Annual Fund goals.
- Working collaboratively with partners and volunteers.
- Providing administrative support and management of donor data.

Required Skills:

- Completed post-secondary education
- Familiarity with fundraising including Annual Giving programs.
- Data management experience bonus for donor database platforms such as Sumac.
- Ability to maintain accurate, timely and complete records in database platforms or and electronic records.
- Demonstrated experience with social media platforms such as MailChimp, Facebook and Instagram
- Understanding of researching, writing, and submitting grant applications from government and private foundations
- Excellent written and verbal communication skills
- Ability to work remotely or onsite
- Strong presentation and public speaking skills
- Experience working or volunteering in the Not For Profit sector is an asset

Conditions:

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or are unemployed or underemployed and returning to the workforce.
- Candidate must be 18 years of age or older
- Applicant must not have been funded by the NOHFC internship program in the 2020 mandate
- Applicant must be legally entitled to work in Canada
- Once hired, the candidate must reside in Thunder Bay

Please email resume and cover letter directly to TBSO: info@tbsso.ca

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

