



**GREATER TORONTO
PHILHARMONIC
ORCHESTRA**

Development & Fundraising coordinator

Summary job description

Assists the organization and its management to raise the funds and in-kind services it requires to meet its strategic goals and artistic vision. The Development & Fundraising coordinator seeks and obtains funds in the form of private donations, advertisers, corporate sponsorship and governmental grants.

Activities include cultivation events, stewardship, information management, prospect research, donor relations, and solicitations. This position reports to orchestra's Executive Director and entails extensive interaction with artistic staff and board.

Qualifications

- Bachelor Degree in Business or related non-profit management preferred
- Prior experience in fundraising, preferably in a music organization setting
- Excellent computer, reasoning and analytical skills
- Strong knowledge of business and civic community in GTA
- Demonstrated organizational and collaborative skills.
- Excellent verbal and written communication and interpersonal skills.

Responsibilities:

- Duties include developing campaign strategies and cultivating new donors and sponsors.
- Manage sponsor benefits and provide stewardship for all gifts
- Develop solicitation proposals
- Assist with research and application for Foundation and Government Grants
- Generate all development related correspondence as needed
- Ensure appropriate recognition and sponsorship benefits are realized
- Ensure timely and accurate recording of all activities related to development
- Create, manage and research a prospect list of potential sponsors and donors
- Research and develop new private sector funding opportunities.
- Work closely with the Executive Director to develop revenue projections for the year.
- Oversee and execute the renewal of existing private sector partners.
- Assist with preparation, of comprehensive and tailored sponsorship recognition/benefits.
- Work within budget and secure donated goods, services and funds wherever possible.
- Maintain and fulfill an accurate list of funder benefits.
- Assist the orchestra's management and Board in all fundraising efforts.
- Provide annual report detailing recommendations for enhancing the development of activities for the following year's season.

If you are interested, please contact Executive Director Qazim Kallushi at q.kallushi@gtpo.ca or 647-238-0015.