

## **JOB POSTING: DEVELOPMENT MANAGER**

**Application Deadline:** Open until filled with a hard deadline of March 1, 2023 (Applications will be reviewed and we will schedule interviews upon receipt of applications).

**Start Date:** Negotiated

**Salary From:** \$60K

**Province:** Ontario

**Region:** Metro Toronto Area

**City:** Toronto

**Employee Benefits:** Remote work, Health, Other (flex time, comp tickets, etc.)

**Organization's Field/Discipline:** Cultural Industries

**Job's focus:** Administrative

**Job Title:** Full-time

**Career Level:** Middle management

### **Organization Description:**

The National Youth Orchestra seeks a new Development Manager to join its growing Development team. Reporting directly to the President & CEO as one of two fundraising managers supported by an administrative officer, this position represents an excellent opportunity for an ambitious arts fundraiser with three to five years of experience to grow with a leading organization. This is a remote-work position within a hybrid office environment with an option for a part-time or full-time in-person desk if needed.

### **About NYO**

Since its founding in 1960, NYO has evolved into an internationally recognized incubator for young orchestral musicians and is now considered among the leading youth orchestras in the world. Emerging from the pandemic, and with a new CEO and a new Artistic Director, the organization is on track for major growth in the coming years. Today, NYO is among the most comprehensive training programs of its kind, blending an innovative online training program with a five-week residential training program and a national and sometimes international tour.

Every year, 100 of the nation's most promising young musicians aged 16 to 28 are recruited through a rigorous blind audition process. Under the baton of a world-leading conductor and with support from some of the world's most exceptional faculty, students work to master a highly complex repertoire and participate in a program that includes a fully gifted mental wellness program, training in entrepreneurship and business skills. Offerings and programming look to operationalize a growing commitment to expanding community outreach, increasing diversity in participation and repertoire, partnerships and pathways to enhance job readiness, and so much more.

NYO is widely considered a world innovator and retains the enthusiastic support of the Government of Canada, Ontario Arts Council, RBC Foundation, and major corporations, foundations and individual donors across the country.

## **The Position**

With new leadership and vision, the organization is expanding its development office with the creation of a new position: Development Manager; as the organization moves to a permanent hybrid workplace for staff, the position will operate primarily virtually, with occasional in-person meetings in the GTA office.

The Manager is part of a three-person advancement team. The position will work collaboratively with a fellow philanthropy manager and report to the CEO.

The position requires some travel to the orchestra's June/July residency at Queens University, participation in two to three annual donor events annually and some face-to-face contact with donors. This position is primarily strategic and best suited to a strategist and writer comfortable working behind the scenes. Identifying new donors, stewarding existing donors, drafting proposals, developing reports, ensuring all contracted deliverables are met, tracking activities, reporting to the board, helping to organize events, and supporting the face-to-face activities of senior leaders. It would suit an ambitious, detail-oriented individual who enjoys working independently and creatively but can also function as part of a highly talented, collegial, fun and supportive team.

## **KEY ACCOUNTABILITIES**

- Help direct NYO Canada's short- and long-range philanthropy strategies and plans, including strategic leadership in developing, monitoring and evaluating the organization's multi-year philanthropy and fundraising plans and targets.
- Develop, implement and maintain donor and funder communications strategies that support and complement the fundraising program, with support from the social media manager and marketing staff.
- Work with the CEO, artistic director and operations group to conceptualize, package and frame proposals, and write compelling asks, with some focus on individual major gifts, corporate sponsorships, government funding, as well as endowment and legacy giving.
- Direct the development of required materials for successful grant and corporate funding and sponsorship applications and proposals for large banks, family foundations, and corporations.
- Ensure that applications and proposals are submitted on time, meeting required deadlines and reporting requirements.
- Work with the CEO, board, and staff group to develop and enhance donor engagement concerning major individual giving, including booking in-person meetings for organization leaders and board members, preparing asks and talking points, and keeping track of progress on individual asks.
- Prepare relevant stewardship and quarterly reports as needed, and work with the team to ensure deliverables are met throughout the year.

- Contribute donor content for inclusion in newsletters, annual reports, press activities and social media posts
- Help to plan and organize major donor events, online and event-based fundraising, and signature events
- Arrange VIP donor opportunities to visit and tour the session and donor activities in major cities associated with the tour

## **QUALIFICATIONS & COMPETENCIES**

- Three to five years of progressive experience in a charitable organization's development office with a demonstrated record of fundraising goal attainment.
- Demonstrated ability to develop fundraising strategies that include multiple revenue streams; proven ability to create new revenue opportunities.
- Excellent leadership skills, strategic judgment, and entrepreneurial spirit
- Comfortable working across a wide range of stakeholder groups, people of all ages and walks of life
- Excellent writing skills, creativity in finding synergies between donor interests and NYO funding needs
- Strong attention to detail, absolute thoroughness in stewarding donors and tracking deliverables
- Strong relationship-building skills with experience working with diverse groups of staff, donors, senior volunteers and partners.
- Strong understanding of arts philanthropy in Canada
- Commitment to social justice principles and building an ethos of inclusivity
- Highly developed interpersonal, verbal, and written communication skills, with the ability to communicate effectively with a broad range of stakeholders, donors, funders, and governmental bodies.
- Demonstrated project management experience with the ability to multi-task effectively and meet competing deadlines for internal and external partners through a customer-centric approach.
- Comfortable working independently and self-motivated.
- Knowledgeable about tax strategies, working knowledge of Ontario's Municipal Freedom of Information and Protection of Privacy Act.
- A related post-secondary degree and/or other equivalent combination of education and demonstrated work experience
- The ability to communicate in both official languages would be an asset

If you are seeking an exciting opportunity to build a career in arts fundraising, NYO wants to hear from you. We are a high-functioning team committed to the highest excellence standards and provide a supportive, fun, and high-vibration environment for recruits.

### **How to apply:**

Please email your cover letter and resume as one PDF file in an email with the **subject line:** to: **“FIRST NAME LAST NAME: Development Manager”** to [info@nyoc.org](mailto:info@nyoc.org).

### **Applications will be accepted until March 1, 2023 @12:00 pm.**

NYO Canada actively encourages qualified applicants from all backgrounds to apply. NYO is an equal-opportunity employer committed to fostering a diverse and inclusive work environment. We strive to attract, develop, and retain highly talented employees from diverse backgrounds, which allows us to benefit from a wide variety of experiences and perspectives. Applicants need to make their needs known in advance.

NYO will be interviewing candidates as applications come in. We sincerely thank all applicants for their interest. However, only those being considered for an interview will be contacted. Suitable accommodations will be available upon request during the hiring process.

### **ADDITIONAL INFO:**

#### **LEADERSHIP BIOGRAPHIES**

##### **Christie Gray, President & CEO**



Christie Gray is the new CEO of NYO Canada and assumed the position in November 2022, from her previous position as Executive Director of Sistema Toronto, a non-profit which uses music education to transform the lives of children in vulnerable communities.

Over her 20-year career, Christie has worked with the Royal Conservatory of Music in market and brand development and forged deep relationships with funders and philanthropic partners to expand programs and impact. Christie is trained in violin performance and has followed NYO’s many successes from her youth.

Christie is committed to working hands-on with the new development manager to support you in achieving success, and is a compelling and knowledgeable spokesperson in articulating the need and presenting to donors. Working with her would be a wonderful opportunity for an aspiring development leader to work with an executive committed to advancing their skills by working directly with an acknowledged industry leader.

### **James Sommerville, Artistic Director**

James Sommerville joins NYO Canada as its new Artistic Director, following an illustrious international career as a soloist and a 24-year run as Principal Horn of the Boston Symphony Orchestra. He is himself an NYO alumnus and former board member.

From his time as Music Director of the Hamilton Philharmonic Orchestra to accepting the highest prizes at the Munich, Toulon, and CBC competitions, Jamie has pursued a solo career that has spanned 25 years, and has brought critically acclaimed appearances with major orchestras throughout North America and Europe. He has been a member of the Toronto and Montreal Symphony Orchestras, the Canadian Opera Company Orchestra, Symphony Nova Scotia, and was acting solo horn of the Chamber Orchestra of Europe.



Jamie is excited to explore a wide range of new opportunities for NYO to advance to meet the needs of today's marketplace. He is committed to working with Development leaders to frame, conceptualize and present philanthropic opportunities and working with him would be a very exciting opportunity for an ambitious Development manager.