**Director of Development**

**Position Description**

**About Symphony Nova Scotia**

When you work at Symphony Nova Scotia, you’re joining a dedicated and ambitious team that believes passionately in the value orchestral music brings to Nova Scotians.

As Nova Scotia’s only professional orchestra, we’ve been championing symphonic music in the province for 40 years. With a home base in Halifax/K’jipuktuk and performances across the province, Symphony Nova Scotia is proud to be a vibrant, vital part of Nova Scotia’s rich cultural community. From sold-out concerts to free family events, youth and seniors’ activities, and educational partnerships, Symphony Nova Scotia creates unforgettable experiences with truly great music.

As **Director of Development**, your contribution will significantly impact the well-being of the wider community. We place a high priority on community engagement, from our flagship education program – the Nova Scotia Youth Orchestra – to programs and activities for over 15,000 elementary, junior, and senior high school students in a typical year. Our partnerships with many diverse communities have been recognized for their innovation and creativity. Our audience comes from all walks of life and so do we. We hire great people from a wide variety of backgrounds and lived experiences because it makes our organization stronger.

The orchestra of 37 musicians, led by Music Director Holly Mathieson, has repeatedly been praised for its versatility and flexibility, performing everything from baroque to pops to jazz with equal finesse. As **Director Development**, you’ll be part of a performing arts organization that not only brings joy and inspiration to thousands of audience members, but one that also conducts many accessible community programs, including performances in local public libraries, free community concerts including our popular Family series, and online concerts.

**Position Summary**

The Director of Development provides exceptional leadership and management for the direction, planning, and execution of all Symphony Nova Scotia fundraising and development-related activities. The Director of Development promotes a culture of philanthropy throughout the organization, builds excitement around Symphony Nova Scotia and its activities, and works closely with the CEO, Music Director, Board of Directors, and volunteers to steward Symphony Nova Scotia’s mission and ensure its fiscal health.

The Director of Development plays a pivotal role in Symphony Nova Scotia’s financial stability, contributing over $1 million annually to a total operating budget of over $5 million. The Director of Development reports directly to the CEO, manages a department of two employees, and is supported by an engaged Development Advisory Committee.

**Primary Responsibilities**

**Planning:** Prepare and manage allstrategic development plans, goals, budgets, and reports, including the conception and implementation of a large-scale Endowment Campaign

**Stewardship:** Cultivate genuine relationships with donors, volunteers, and the broader community; increase donor engagement through relevant, high-quality communications and campaigns; lead and grow a variety of fundraising appeals and donor programs, including Legacy Giving, Individual Giving, Major Gifts, and a well-established “Musical Chairs” patron stewardship program.

**Corporate Giving:** Increase corporate sponsorship and engagement; build concert and event sponsorships as well as in-kind and corporate donation streams.

**Special Events:** Oversee a busy schedule of donor and volunteer cultivation events, including receptions, on-site concert engagement activities, and large fundraising events.

**Foundations:** Collaborate with the Symphony Nova Scotia Foundation, raising new funds annually for the Foundation each year; identify and pursue new foundation granting opportunities.

**Public Funding:** Play a leadership role in creating federal, provincial, and municipal funding applications; research, identify, and seek out new sources of public funding.

**Management:** Supervise, mentor, and develop staff and volunteers; collaborate closely with CEO and staff directors; accurately manage data through donor database software.

**Skills and Experience Required**

* Superb written, verbal, and interpersonal skills, with the ability to build genuine relationships both inside and outside the organization
* A proven track record of successfully identifying, researching, and acquiring large gifts
* A successful history of managing major fundraising campaigns
* Demonstrate progressive responsibility and experience managing fundraising in a not-for-profit environment, including supervision of staff
* Thorough knowledge of donor database software and other fundraising technology
* Completion of relevant post-secondary education
* A passion and appreciation for music and the arts, particularly classical music

**Work Environment & Expectations**

Symphony Nova Scotia offers a **flexible working environment,** with generous vacation and wellness support, work-from-home allowances (2+ days a week in the office are required), and comprehensive health benefits. We are committed to fostering a **respectful workplace** that supports professional and collegial working relationships, honest and considerate communication, and an **accessible and inclusive environment.**

The successful candidate will be required to have reliable internet access and availability during regular work hours (9:00 am to 5:00 pm, Monday-Friday), and will work 35-hour weeks, plus evening and weekend events.

**Salary Range**   
$90,000 to $110,000 negotiable

**How to Apply**

If you would like to apply, please submit your cover letter and resume to Christopher Wilkinson at [apply@symphonyns.ca](mailto:apply@symphonyns.ca) by **November 25, 2024.** Please include **Director of Development** in the subject line of the email.

Although this posting closes on **November 25, 2024** we will be reviewing applications as they are received. Symphony Nova Scotia thanks all interested candidates for their interest, but only shortlisted candidates will be contacted.