

Employment Opportunity: Executive Officer, Philanthropy (Development)

One of Canada's most respected arts organizations, the Toronto Symphony Orchestra (TSO) has played a vital role in the city's cultural life for 100 years. Current Music Director Gustavo Gimeno brings an expansive artistic vision, intellectual curiosity, and sense of adventure to programming the 93-musician Orchestra. This season, through Centennial commissions from emerging composers, marquee events, and an incredible lineup of world-renowned guest artists, the TSO continues to celebrate a century of music-making, paying homage to the Orchestra's illustrious past while ushering in a dynamic future.

Under the leadership of Chief Executive Officer Mark Williams, the TSO is committed to serving local and national communities through vibrant performances, extensive educational activities, and community-access and wellness initiatives intended to reach more age groups, people with different abilities, and diverse communities in Toronto. Some of these include open houses and free concerts at the TSO's home, Roy Thomson Hall; Relaxed Performances designed to welcome neurodiverse patrons; and a partnership with the Centre for Addiction and Mental Health that supports First Nations, Inuit, and Métis patients through musical storytelling and composition.

With a notable recording history—including, most recently, five acclaimed recordings on the prestigious Chandos label—complementing international touring engagements in the US, Europe, Israel, and Asia, the TSO is a musical ambassador for Canada and remains synonymous with musical versatility, growth, and artistic distinction.

For more information on the TSO's important work, visit TSO.CA

Reports To: Chief Development Officer

Status: Full-time, permanent

Salary range: \$55,000 - \$65,000

Position Summary:

The Executive Officer, Philanthropy supports the Chief Executive Officer and the Chief Development Officer in the development of relationships with the Toronto Symphony Orchestra's most significant financial supporters and key stakeholder groups. They will also assist in the cultivation, solicitation, and stewardship of the organization's top prospects and donors, while helping to coordinate development activities for TSO board members, TSF trustees, and Honorary Governors.

Major Duties and Responsibilities:

- Write proposals and reports to assist in the cultivation, solicitation, and stewardship of major and transformative gifts to the Toronto Symphony Orchestra, with a focus on \$1M+ pledges.
- Collaborate closely with colleagues across the organization, especially in Artistic, Education, and Operations, to compile the case for support for the TSO's strategic fundraising priorities, helping to shape the projects to ensure maximum impact and donor satisfaction.
- Execute follow-up to meetings and interactions with prospects and donors on behalf of the Chief Executive Officer and Chief Development Officer, and initiate stewardship interactions.
- Liaise with major donors to create an environment of effortless philanthropy.
- Coordinate development activities for board members, TSF trustees, and Honorary Governors, as well as track donations for these groups.
- Coordinate the top prospects portfolio, liaising closely with the Associate Vice President, Development and the Director, Development Operations to produce reports and track activity.
- Work with development colleagues to organize cultivation and stewardship events for major gift prospects.
- Serve as recording secretary for the Development Committee.
- Offer administrative support for the Chief Development Officer, including calendar management and database updates.
- Assist in team activities and responsibilities, for example in business planning, expense tracking, and concert duty in the Maestro's Club lounge.

Additional scope of responsibility:

- Work closely with senior staff at the TSO, including Senior Management Group members, the Associate Vice President, Development, and the Director, Philanthropy, to develop projects and proposals. This includes the ability to collaborate with other departments to achieve the best donor outcomes within any existing constraints.
- Support for major gifts fundraisers across the Development team, such as when producing reports and helping to coordinate events.
- Perform other responsibilities as required.

Experience & Qualifications:

- A minimum of three (3) years relevant experience, ideally in major gifts fundraising within a not-for-profit environment.
- Passion for the arts broadly and orchestral music specifically.
- Degree in a related subject or equivalent work experience.
- Understanding of the fund development process and the Canadian philanthropic environment.
- Experience working with major donors, board members, and senior volunteers.

- Experience working with organizational leadership.
- Excellent communication skills, both written and verbal; experience writing compelling proposals and reports.
- Superior interpersonal skills, with the ability to relate effectively, tactfully and professionally with donors and staff at all levels.
- Well-organized, detail-oriented, self-motivated, tenacious, and results-focused.
- Advanced level PC skills. The TSO uses Google Workplace (G Mail, Google Drive, Google Docs) and MS Office (Excel, Word, PowerPoint).
- Experience with Tessitura or related fundraising database systems is an asset.

How to Apply:

Please email your cover letter and resumé to **Esther Lee, Director of Human Resources**, at elee@tso.ca by **9:00 am Monday, July 17, 2023**. While the TSO thanks all applicants for their interest, only those applicants selected for an interview will be contacted.

The Toronto Symphony Orchestra is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

The TSO is committed to providing accommodations for people with disabilities. If you require accommodation, the TSO will work with you to meet your needs.

Working Conditions/Physical Demands:

Work will be performed in a hybrid work model, involving both in-office and remote work (roughly 60% office based).

Flexibility in hours and ability to work occasional evenings and/or weekends (during the September to June concert season) as part of the Toronto Symphony Orchestra team.

The TSO requires all employees to provide proof of fully-vaccinated status, with vaccines approved by Health Canada. A person is considered fully-vaccinated if they have completed the required regime for a COVID-19 vaccine and 14 days have passed since their final dose.