



110 – 750 Hamilton Street | Vancouver, BC V6B 2R5 | 604.879.9888 | musiconmain.ca

Job Description: Development Manager

About Music on Main

Music that brings us together. Music on Main has emerged as one of Canada's leading music series. The company's artistic vision is grounded in presenting top-flight classical, new, and genre-bending music in environments that are intimate and social. We offer access to music, artistic adventure, and community while breaking down barriers between artists and audiences. Since 2006, the organization has developed internationally lauded programming, featuring more than 800 musicians, over 280 concerts, and in excess of 55 world premieres. Independent and vibrant, Music on Main strives for game-changing production values, rock-solid administration, enhanced audience-artist interaction, and industry-leading marketing and fundraising. Music on Main's office are located at The Post a 750, a co-location facility in downtown Vancouver shared with PuSh Festival, Touchstone Theatre, and DOXA Documentary Film Festival. In November 2017, Music on Main will co-host the ISCM World New Music Days 2017.

About the Development Manager Position

Music on Main seeks a fundraising professional who wants to shine a spotlight on one of the most celebrated music presenters in Canada's cultural scene. As a vibrant, growing organization, Music on Main offers its team plenty of opportunity for experience, growth, and autonomy. Reporting to Artistic Director David Pay and working closely with Artistic Planning & Operations Manager Melissa Tsang, the Development Manager will be responsible for managing and implementing Music on Main's fundraising and donor initiatives, including the following:

- **Foundation Support**, including: Increasing financial support from foundations; Understanding foundations' goals for grants; Researching foundation opportunities for Music on Main; Developing and initiating targeted foundation requests; Creating a foundation management system; and, Producing final reports.
- **Corporate Sponsorships**, including: Developing Music on Main's corporate sponsorship programme; Understanding corporations' goals of sponsorships; Researching corporate sponsorship opportunities for Music on Main; Developing and initiating targeted corporate sponsorship requests; Creating a sponsorship management system; and, Producing final reports.
- **Donor & Sponsor Stewardship**, including: Planning, coordinating, leading and executing stewardship events; Designing tailored strategies for engaging new and existing donors in ongoing giving programs; Implementing the strategies through targeted funding solicitations and campaigns, including analysing data and co-ordinating fund drives; and, Investigating ways to utilize online crowd funding and social media mechanisms effectively.
- **Special Fundraising Events**, including: Managing and supporting fundraising events; Engaging with event sponsors and donors; and Managing special event committees and volunteers.
- **Government Support**, including: Assisting with Government grant requests and final reports.

About You

You're a creative, ambitious professional who is passionate about fundraising and the performing arts. You've worked in a related position for a minimum of three years. You find a certain magic in deadlines, and your propensity to plan is your magic wand. Your love of data and databases combines with your curiosity to propel inventive campaigns and insightful research. Your communication and interpersonal skills allow you to make lasting connections with colleagues, audience members, and artists.

Compensation

This is a 100% full-time position with an annual salary of \$42,000 - \$47,000, plus health and dental benefits.

Application

Please email your resumé, cover letter, and two references to Melissa Tsang at mt@musiconmain.ca by **Friday, July 28, 2017**, with the subject line "Development Manager." In your cover letter, please explain why you are an excellent candidate for the position. Only those selected for interviews will be contacted. Applicants selected for an interview may be asked to submit two examples of professional writing. We look forward to hearing from you!