

Office and Development Coordinator Chor Leoni Men's Choir – Vancouver, BC

Who we are

Chor Leoni Men's Choir is a community dedicated to changing lives through music. For 30 years, we have combined world-class excellence with a dedication to the community where we live, and this dedication is present in all that we do: inspiring audiences, training artists, educating youth, and advancing our art form by creating, promoting, and presenting male choral music.

This dedication also translates to our singers, our community, and our staff. In turn, Chor Leoni has been recognized internationally through numerous festival awards and the Margaret Hillis Award, the most prestigious honour awarded by the professional organization Chorus America.

With more than 15 concerts a year, numerous local touring and charity performances, two youth education programs, international male choral summit, composition competition, and robust digital programming, Chor Leoni is one of the most active amateur choral organizations in North America. This activity is supported by a committed, tight-knit team dedicated to advancing the choir's vision, mission, and values. This mission-driven approach inspires all of our work, and is at the heart of the choir's impact, engagement, and success.

Job description

Chor Leoni is seeking an Office and Development Coordinator to run all of the behind-the-scenes programs, systems, processes, and technology that make our organization succeed. This role will also support the fundraising and sponsorship efforts that allow us to make beautiful music in and for our local community.

As an office administrator, you're extremely well organized and detail-oriented. Nothing gets past you, and when it does, you think about it for weeks. You get excited by efficient and smooth-running processes and procedures. You enjoy creating and following systems that help you and others do their jobs better. You're able to juggle many small tasks at the same time. You enjoy supporting and helping others be their best and understand that it's the little things that help an organization run at a world-class level. You really 'get' technology – websites, databases, email systems, software – and are able to learn new programs quickly. You enjoy digging into features, utilizing software to its fullest, and helping others succeed with your skills. When things go wrong, you're an avid problem solver and enjoy the challenge of figuring out a fix.

As a development coordinator, you understand the importance of fundraising for a not-for-profit. You believe that donors are the center of the universe, and you do everything you can to ensure that they have a positive, meaningful experience with Chor Leoni. You're ready to master our CRM system to process donations and get donors their tax receipts asap, and you're

excited to act as the primary support person for our fundraising endeavors. You enjoy digging into data to find trends and opportunities. You're chomping at the bit to learn more about the art and science of fundraising. You thrive in a small, tight-knit team, and enjoy fast-paced collaborative work in a mission and values-driven organization.

What you'll *actually* do

- Ensure the smooth running of Chor Leoni's day-to-day office activities, including managing the email inbox, ensuring efficient office workflow, physical and digital filing, and fielding customer questions
- Coordinate the creation of a number of Chor Leoni's major annual projects like the annual report, concert programs, CD Booklets, and CD releases
- Compile and track Chor Leoni's participation, activities, and sales
- Be the go-to user of Chor Leoni's technical infrastructure, including our email marketing platform (Engage), our website (Wordpress), and our CRM system (Salsa CRM)
- Act as the on-staff troubleshooter for all technical issues
- Master the CRM system and use it to process donations accurately and in a timely manner
- Coordinate online fundraising activities and special campaigns
- Support the Executive Director in creating a world-class donor experience for our supporters
- Coordinate our donor thank-you activities
- Support front-of-house at Chor Leoni concerts and events
- Maintain a close relationship with the Chor Leoni team
- Receive weekly mentorship from the Executive Director and be given the opportunity to learn and grow, particularly in the world of fundraising.

What you're great at

- Attention to detail with a love of processes and procedures
- Creating new systems to make an organization run better
- Learning and mastering new software
- Being the primary support person on a team, working with others to help everyone achieve their best
- Keeping things organized for yourself and others
- Multitasking, time management, and meeting deadlines with a number of major projects
- Communicating impact to donors and supporters, with proven success in fundraising activities
- Tactfully solving technical problems
- Working on customer service issues with people from diverse racial, ethnic, and socioeconomic backgrounds
- Diplomatically and consistently following up with others

- Learning, improving, getting better, and applying it all to change lives through music
- Articulating your passion for the performing arts

This is an independent contractor position working roughly 28 hours (4 days) a week out of Chor Leoni's office. Remuneration for this role will be \$38K - \$43K, commensurate with experience. Our business is concerts and events, so some evenings and weekends are required (but they should be the best part of the job!). You'll work on a small, dynamic team, and your contributions will help advance Chor Leoni's Mission, Vision, and Values.

Your successful efforts will improve the efficiency and effectiveness of all aspects of the organization, ensuring greater participation in our concerts and programs and deeper relationships with our donors and the broader community.

If this sounds like an opportunity for you, reach out to us at apply@chorleoni.org with the subject line OFFICE AND DEVELOPMENT COORDINATOR. We're open to a variety of backgrounds and experiences, but show us that you're the right fit with your cover letter and resume. The application deadline is September 24, 2021.

Chor Leoni is committed to building a diverse staff and strongly encourages applications from equity seeking, underrepresented, or marginalized communities.