

DEVELOPMENT COORDINATOR

Chor Leoni – Vancouver, BC

Who we are

Chor Leoni is a community dedicated to changing lives through music. Over 35 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 the choral art form by creating, promoting, and presenting choral music.

This dedication also translates to our singers, community, volunteers, and staff. As a result, 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, three youth education programs, a choral festival, community events, exciting new commissioning projects, and robust digital programming, Chor Leoni is one of North America's most active choral organizations. 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.

Chor Leoni consists of both the Chor Leoni Society, which runs our day-to-day operations, and the Chor Leoni Foundation, responsible for managing Chor Leoni's Endowment Funds.

Job description

Chor Leoni is seeking a Development Coordinator to help elevate all of our robust fundraising activities. In addition to engaging 15,000 audience members, 10,000+ consistent digital viewers, 200 young choral singers, and our 70-member volunteer choir, your work will help define the future of Chor Leoni and the broadening impact we hope to have on the world. You will support fundraising efforts for a \$1M+ budget and more than \$400K in fundraising revenue. You'll work closely with the Executive Director and enjoy innovative, creative fundraising across several areas.

You have an impeccable eye for detail, a love of systems, and an appreciation for the difference data can make. You understand that deepening engagement is at the core of everything we do. You have a basic understanding of fundraising practices, including major gifts, annual giving, and sponsorship, and how they all contribute to a successful fundraising program. You have a demonstrated passion for learning and growing, and are keen to put your learning into action. You have an entrepreneurial spirit, like to build new systems and practices, and are keen to dissect current systems to see how we can do better. You're a great writer and communicator, able to translate impact into tangible concepts that everyone can understand. You're well

organized and have a strong ability to prioritize. You have an eye for design and are able to design compelling visual documents.

What you'll *actually* do

- Support the Executive Director in identifying, developing, and maintaining meaningful relationships with the broader community
- Ensure that current donors, sponsors, and grantors feel fantastic about supporting Chor Leoni, are properly thanked, and are connected to the organization in meaningful ways
- Create sponsorship proposals, stewardship reports, fundraising proposals, and other fundraising assets
- Coordinate appeals to individuals, foundations, and sponsors
- Organize, maintain, and report on fundraising data to help improve processes and relationships
- Support all of Chor Leoni's events with an eye for relationship management, organize and execute special events, and take on admin functions required to make our events successful
- Organize volunteers for concerts and ensure they are well-equipped and feel great about their participation
- Coordinate Chor Leoni's Annual Giving programs and campaigns, and maximize opportunities for the community to support the work of Chor Leoni
- Execute all administrative elements related to our fundraising activities with the support of your Chor Leoni team members
- Work closely and collaboratively with the Executive Director

What you're great at

- Written, oral, and interpersonal communication, including some of Vancouver's most prominent philanthropists.
- Designing visually compelling, clear, and evocative documents with a proficiency in visual design software
- Understanding how fundraising systems and processes contribute to a successful philanthropic program
- Organizing events and activities that have many moving parts
- Juggling, manipulating, and utilizing data across various platforms to make actionable change
- Understanding, tracking, and fulfilling the needs, wishes, and desires of donors, grantors, and sponsors
- Prioritizing, multitasking, and juggling several projects at the same time while delivering results in a fast-paced environment
- Uncovering new opportunities for funding
- Analyzing results and implementing change

This is a full-time employment position, working around 35 hours per week, primarily out of Chor Leoni's office but with the opportunity to be flexible and work from home at times. Remuneration for this role will be \$55-\$65K a year, commensurate with experience. Benefits include a health insurance plan, costs shared 50/50 between you and Chor Leoni, and 3 weeks of paid vacation to start. We encourage applicants at varying stages of their fundraising career to apply. 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 efforts will help us build stronger relationships with our community, ultimately enabling us to have a more profound impact through our work.

If this sounds like an opportunity for you, reach out to us at apply@chorleoni.org with the subject line 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. Applications are open until the right candidate is found. We sincerely appreciate your effort in crafting a thoughtful application. Unfortunately, only candidates moving on to the interview round will be contacted.