



**SAINT JAMES
MUSIC ACADEMY**

303 East Cordova Street
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JOB DESCRIPTION

POSITION: ACTING DIRECTOR OF DEVELOPMENT (Maternity leave cover)

DEPARTMENT: Development

REPORTS TO: Executive Director

DESCRIPTION:

The Saint James Music Academy (SJMA) is a free afterschool classical music program for at-risk and underserved children and youth living in Vancouver's Downtown Eastside neighbourhood. Our mission is social transformation through the power and joy of learning music together. Music is one of our human family's core cultural and artistic expressions and music education improves intellectual and fine motor skills, deepens ties between people, builds self-esteem, and promotes positive social outcomes. We believe in a good future, and see the investment in our children as the greatest path to success for us all. SJMA teaches many kinds of music, but we focus primarily on classical music studies, including the all-important experience of participating in group learning environments, specifically orchestra and choir.

Working closely with the Executive Director, the Interim Director of Development is the lead staff person responsible for planning and delivering SJMA's fundraising program and raising funds for the Academy's \$1.4 million operating budget. The fundraising program includes individual, foundations, corporate, events and in-kind donations. The Director liaises with the Board of Directors and other volunteers to integrate a total organization approach to fundraising and also works with a wide variety of community partners, ranging from local businesses, to arts organizations, to religious institutions. SJMA enjoys a broad base of support united around a limited but beautiful focus: kids and music.

KEY RESPONSIBILITIES:

- Develop and implement an annual fundraising plan with goals and objectives.
- Oversee major donor strategy, aligning interests with SJMA priorities.
- Cultivate and maintain a portfolio of donors and prospective donors.
- Grant writing, reporting, and maintaining relationships associated with the current grant portfolio.
- Identifying potential grants for SJMA programs and services and assisting SJMA or other staff with grant applications as appropriate.
- Develop and manage a donor research and prospect system.
- Plan and implement outreach strategies to solicit new donors.
- Maintain a portfolio of corporate donors and work to expand that portfolio.

- Plan and execute fundraising events, including on site tours and special events.
- Ensure database integrity (SalesForce) and recommend system improvements.
- Designing and delivering fundraising campaigns, including the Symphony of a Thousand monthly donor campaign.
- Stewardship support including letters, phone calls and donor meetings.
- Delivery of a Planned Giving strategy (planned gifts, estate gifts, securities, and life insurance donations).
- Collaborate with staff on a comprehensive communication and marketing plan for fundraising.
- Oversee donor acknowledgments, pledge reminders, and accountability reports.
- Recommend and maintain policies, procedures and processes for the development office.
- Human resource management of any assigned staff or volunteers to assist with fundraising activities including hiring and supervising.
- Financial management by monitoring and implementing fundraising activities consistent with available budget.
- Reporting on fundraising activities by providing regular updates to the SJMA Executive Director and Board of Directors.

POSITION REQUIREMENTS

- A minimum of five (5) years of experience in philanthropy, non-profit management, or a related field, including significant experience in donor development and relationship management.
- A Bachelor's degree in a related business discipline.
- Certification in fundraising or fundraising management is an asset.
- The ability to build positive and enduring relationships with donors and funders.
- A high level of initiative, judgement, and discretion.
- Strong leadership and management skills.
- Ability to work in a fast paced environment and to be flexible to changes.
- Excellent interpersonal, verbal, and written communication skills.
- Competence with Microsoft Office suite and CRM softwares is required.
- Experience with Salesforce is an asset.

WORK ENVIRONMENT

- This is a temporary full time (12-18 month) position with the possibility of permanent part or full time.
- Comprehensive benefits package.
- Supportive and flexible work environment with the opportunity for some remote work.
- Travel throughout the Greater Vancouver area.
- Salary Range: \$75,000 - 85,000 depending on experience.

If you share our vision for uniting around kids and music education, please apply! Applications will be accepted on a rolling basis until the position is filled. To apply, please send a cover letter and resume to Sarah Godoy at employment@sjma.ca