

POSITION: DEVELOPMENT OFFICER

DEPARTMENT: Development

REPORTS TO: Director of Development

DESCRIPTION:

The Saint James Music Academy (SJMA) is a free afterschool music program deeply rooted in Vancouver's Downtown Eastside. Our mission is to care for children in this community through music and, through the power and joy of learning music together, to provide them with opportunities that transform lives. 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 strives to give children a strong start in classical music with varied and rich learning experience including the all-important experience of participating in group learning environments, specifically orchestra and choir.

Working closely with the Director of Development, the Development Officer plays a key role in supporting SJMA's fundraising activities, with a primary focus on securing and managing foundation, corporate, and government funding. This position is responsible for the full lifecycle of grant writing, research, and reporting to support the Academy's \$1.5 million operating budget. Additionally, this role provides collaborative administrative and event support, working closely alongside the development assistant and other support staff to ensure the smooth operations of the development office and successful community events.

KEY RESPONSIBILITIES:

Write compelling, clear, and persuasive grant applications, letters of intent (LOIs), and sponsorship proposals for private family foundations, corporate giving programs, and government sources.

Manage and write detailed, timely, and accurate grant reports and accountability updates for funders.

Maintain the master grants calendar to track deadlines, application statuses, and reporting requirements.

Proactively research and identify potential new grant opportunities for SJMA programs and services.

Collaborate with the Director of Development, development assistant, and other administrative staff to assist in the planning, coordination, and execution of fundraising campaigns, public concerts, and community events.

Provide collaborative administrative support to maintain database integrity (Salesforce), process donations, and track donor communications.

Work collectively with the development team to support donor stewardship, including drafting personalized thank-you letters, acknowledgment packages, and general outreach communications.

POSITION REQUIREMENTS:

A minimum of one to three (1–3) years of experience in grant writing, fundraising coordination, or non-profit administration.

Strong written communication skills with a proven ability to write persuasive, clear, and engaging proposals and reports.

Excellent organizational and time-management skills, with a demonstrated ability to manage multiple deadlines simultaneously.

High level of initiative, judgment, discretion, and attention to detail.

Excellent interpersonal and verbal communication skills, with a collaborative team-oriented approach.

Ability to work effectively in a fast-paced environment alongside other administrative and development staff.

Competence with Microsoft Office suite and CRM software is required.

Experience with Salesforce is an asset.

WORK ENVIRONMENT:

This is a permanent full-time position.

Comprehensive benefits package.

Supportive and flexible work environment with the opportunity for a hybrid work model (some remote work).

Salary Range: \$52,000 – \$58,000 per annum depending on experience and qualifications.

TO APPLY:

If you share our vision for uniting around kids and music education, please apply!

Must be permanent resident. Applications will be accepted on a rolling basis until the position is filled. Due to the volume of applicants, only those moving forward in the process will be contacted.

To apply, please send a cover letter, resume, and a brief writing sample (such as a previous grant excerpt or professional appeal letter) to Sarah Godoy at employment@sjma.ca.