

About the VSO

Vancouver Symphony Orchestra Founded in 1919, the VSO is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO creates, curates, and connects irresistible musical experiences—performing 150+ concerts annually in its home, the Orpheum Theatre, as well as numerous venues throughout Metro Vancouver, and online. The VSO is one of a handful of orchestras worldwide that has its own music school: the VSO School of Music. The organization delivers extensive education programs reaching more than 50,000 young people annually, and community engagement initiatives that reach a further 100,000+ people. Maestro Otto Tausk is the VSO's Music Director and the Artistic Advisor of the VSO School of Music.

About the VSO School of Music

VSO School of Music, founded in 2010, is a 25,000 square foot state-of-the-art music school located adjacent to the Orpheum Theatre in downtown Vancouver. With a mission to enrich lives through the joy of learning, playing and performing the world's great music, the VSO SoM develops experiences that are accessible to all, regardless of age, ability, playing level or economic circumstances; and by nurturing creative and engaged members of society through achievement in the musical arts. With a roster of over 1900 students, the School is proud to offer individual or group instruction by members of the Vancouver Symphony and other high-quality music educators.

The school also features a performance theatre (Pyatt Hall) and Reception space which sees a wide range of arts, entertainment, and corporate groups utilizing the space for performances, recordings, and special events.

Job Description

Stewardship Officer

We are seeking a dedicated and passionate Stewardship Officer to join our Development team. The Stewardship Officer will play a pivotal role in cultivating and maintaining relationships with our valued donors, patrons, and supporters.

VANCOUVER SYMPHONY ORCHESTRA

Mailing Address: 500—833 Seymour Street, Vancouver, BC V6B 0G4 tel 604.684.9100 fax 604.684.9264

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This role will focus on acknowledging and recognizing the generosity of our donors, ensuring they feel appreciated, engaged, and connected to the mission and impact of the Vancouver Symphony Orchestra.

Key Responsibilities:

- **Donor Relations:** Develop and implement stewardship strategies to cultivate and strengthen relationships with donors at all levels. This includes individuals, corporations, foundations, and government agencies.
- **Recognition Programs:** Manage donor recognition programs to ensure timely and meaningful acknowledgment of contributions. This may include personalized thank-you letters, acknowledgments in concert programs, donor events, and other forms of recognition.
- **Communication:** Serve as the primary point of contact for donors, providing exceptional customer service and responding to inquiries in a timely and professional manner. Develop compelling stewardship materials, impact reports, and newsletters to keep donors informed about the orchestra's activities and accomplishments.
- **Events and Engagement:** Plan and coordinate stewardship events, receptions, and donor appreciation activities to foster a sense of community and engagement among supporters. Collaborate with other departments to integrate stewardship opportunities into concerts, rehearsals, and special events.
- **Data Management:** Maintain accurate donor records and databases, tracking interactions, preferences, and giving histories. Utilize donor data to personalize stewardship efforts and identify opportunities for deeper engagement and involvement.
- **Collaboration:** Work closely with the Development team, including the Director of Development and Major Gifts Officers, to align stewardship efforts with fundraising goals and priorities. Collaborate with Marketing and Communications teams to ensure consistent messaging and branding.

Qualifications:

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- Bachelor's degree in a relevant field such as nonprofit management, arts administration, communications, or marketing.
- 2-3 years of experience in fundraising, donor relations, or stewardship, preferably in a nonprofit or arts organization.
- Excellent written and verbal communication skills, with the ability to craft compelling donor communications and reports.
- Strong interpersonal skills and the ability to build relationships with donors, board members, volunteers, and staff.
- Highly organized with exceptional attention to detail and the ability to manage multiple projects simultaneously.
- Proficiency in donor management software and Microsoft Office suite.
- Passion for the arts and a commitment to the mission and values of the Vancouver Symphony Orchestra.

Remuneration

- \$60,000- \$65,000 Annually based on experience
- Competitive salary commensurate with experience.
- Comprehensive benefits package including health insurance, retirement plans, and paid time off.
- Opportunities for professional development and advancement within the organization.
- Access to world-class performances and cultural events.

What it's like to work here

The VSO and the VSO School of Music offer a fast-paced, creative, and strategically minded workplace environment. We are a group of music-loving arts administrators, with a passion for the performing arts, combined with business acumen, personnel management, and leadership, in a strong and collaborative environment. We are proud of the VSO's legacy in musical excellence and are working towards growing our reputation as a world-class orchestra, with state-of-the-art teaching facilities, outreach programs, as well as a community of engaged, philanthropic fans.

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The VSO and VSO School of Music offer hybrid working models, though given that we work in live performing events, we know that some evening and weekend work will be required on site.

The VSO and the VSO School of Music **value diverse perspectives, experiences and cultures and are committed to fostering an inclusive workplace.** We encourage applications for this position from members of all groups experiencing barriers to equity.

Benefits

The VSO and the VSOSoM offer a flexible work environment, extended medical benefits available to full time employees, and other incentives and perks.

To Apply

To apply, please submit a resume, cover letter, and a writing sample highlighting your experience in donor stewardship and relationship management.

Please send all documents to employment@vancouversymphony.ca

Please include "Stewardship Officer" in the subject line.

We thank all applicants for their interest in joining the Vancouver Symphony Orchestra team; however, only those selected for an interview will be contacted.

Application deadline

- Open Until Filled