

YSC Director of Development Position Advertisement

The Youth Singers of Calgary (YSC) is looking for a vibrant and engaging new member of our team to serve as the Director of Development. As Director you will be responsible for developing and executing the YSC fund development plan, a multi-faceted fundraising effort that incorporates all levels of government, foundations, corporate and individual giving, donor engagement, granting, and major fundraising events and activities.

With a passion for youth, diversity and inclusion, and the performing arts, you will enjoy a supportive work environment with the opportunity to build relationships and find innovative ways to tell the story of YSC. Reporting to and working under the direction of the CEO, with support from a fund development assistant, the Director will have the opportunity to make a lasting impact in our city while growing this wonderful and dynamic organization.

Background

YSC is a registered Canadian charitable organization, governed by a Board of Directors, that manages and operates 15 divisions (choirs, programs, and classes), for ages three and up, integrating movement, dance, and acting with singing. Our mission is to provide an inclusive and engaged community that gives young people the opportunity to grow and express themselves through the performing arts. YSC operates year-round with a membership of over 500 performers. A large team of contract artistic staff provide services and instruction, and a small and agile administrative team of full and part time staff support operations. Volunteers provide approximately 36,000 hours annually. YSC owns and operates the ATCO Performing Arts Centre (APAC), an 18,000 square foot space with four rehearsal / performance studios, as well as a recording studio, music library, wardrobe, set design workshop, boardroom, and office spaces.

Position Summary

The Director of Development (the Director) plays a key role in ensuring YSC's financial sustainability. This professional will have an established background in developing and executing fund development strategies and plans, and activating staff and volunteer leadership. They will be aligned with and committed to the YSC mission, vision, and values.

Key Accountabilities

- Develop a comprehensive forward-looking (three-year) fund development plan based on the strategic plan, the annual business plan, established revenue-generating streams, budgeted operating and capital requirements, and resourcing requirements
- Grow and manage a portfolio of donors, sponsors, and major gifts through the donor cycle: qualification, cultivation, solicitation, and stewardship



- Identify and oversee the execution of grant opportunities including submissions and reporting
- Maintain and ensure the security and data integrity of all donor data
- Expand YSCs internal and external network of community leaders who can help to promote and validate YSC as a worthy recipient and charity of choice
- Track donor engagement and retention rates, analyze revenue streams, and make data-driven decisions that help YSC achieve its fundraising goals
- Support the annual HEARTS OUT Gala volunteer executive committee
- Collaborate on social media campaign materials, newsletters, annual reports, and website content
- Oversee and guide the YSC Fundraising team, including skill development and strategy execution
- Manage one direct report, a part-time Development Assistant.

Qualifications and Competencies

Education - Credentialed in not-for-profit fund development, or relevant experience; CFRE designation is preferred

Experience

- Proven experience in designing and executing successful fundraising campaigns with all elements of campaign management including funding from government, foundations, individuals, annual giving, endowments, bequests, securities and events. Minimum 3 years experience within the last 5 years.
- Demonstrated experience collaborating with marketing, communications, finance and accounting colleagues supported by a working knowledge of these subjects
- Demonstrated experience activating volunteers in the not-for-profit sector
- People management experience preferred

Competencies

- Leadership, collaborative relationship building, interpersonal skills, and experience with developing and maintaining productive working relationships with Board members, colleagues, donors, volunteers, patrons, community leaders, and artists
- Strategic thinking and problem-solving skills, with the ability to identify challenges and opportunities, develop creative solutions, and adjust fundraising strategies in response to changing circumstances or unexpected events
- Compelling storytelling talents, with the ability to articulate and coach others to share the YSC vision
- Management skills, including the ability to set goals and expectations, motivate team members, and provide feedback, guidance, and support as needed



- Proficiency with fundraising software and donor databases as well as experience with online fundraising platforms. YSC has a Front Stream Panorama database.
- Strong verbal and written communication
- Excellent time management and organizational skills
- A strong sense of personal integrity and ethical conduct
- Ability to work under pressure and meet tight deadlines, while maintaining a positive and solutions-oriented approach.
- Strong professionalism, situational awareness and agility, and ability to represent the organization with integrity
- Basic financial acumen preferred

Conditions of Employment

- Compensation: \$80,000 annual salary
- After 90 days of employment, you will be eligible for a health & dental care plan and will begin accruing paid time off, starting at 3 weeks in your first year
- Full-time, onsite, with flexibility for hybrid work. Hours of work vary as YSC is a seven-day/week operation requiring occasional evenings and weekends. Typical office hours are Monday to Friday, with flexible or lieu hours for evening meeting commitments.
- This position is located at APAC in Calgary, Alberta: 1371 Hastings Crescent SE
- Start Date: September 3, 2024

Apply

Please submit a cover letter and resume by **midnight, MDT, Friday July 12, 2024** to Megan Emmett, CEO, at hr@youthsingers.org.

The Youth Singers of Canada recognizes and values the richness of human diversity in its many forms. Upon request, YSC will make available reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance to Catherine Barclay – Chair, Human Resources Committee, at cmubarclay@hotmail.com.

We thank all candidates for their interest. Only those selected for an interview will be contacted.

