

Development Coordinator, Soundstreams

Full Time Position

About Soundstreams:

Soundstreams, currently launching its 41st season, is one of the world's leading organizations in the commissioning, development, and dissemination of new music and opera. Under the leadership of Artistic Director Lawrence Cherney, it was founded in 1982 with a tribute celebrating Igor Stravinsky's 100th birth year. In the intervening years, Soundstreams has probed Canadian themes and stories through new works that resonate with our time and place, hoping not only to reflect upon them, but to empower new perspectives.

Soundstreams has created a platform for compelling new creations both at home and abroad. Our various Toronto-based performance series, educational and outreach projects, and professional development programs have showcased nearly 1500 global creators and performers in collaboration with their Canadian counterparts. At the same time, Soundstreams' productions featuring Canadian themes and stories continue to tour North America, Latin America, Asia, and Europe. In recent seasons, Soundstreams' productions have received high praise from the international press such as The New York Times, Los Angeles Times, The Guardian, Financial Times, and The Wall Street Journal.

For further information about Soundstreams please visit: Soundstreams.ca.

Overview:

Soundstreams is currently seeking a full time Development Coordinator. This position is perfect for someone who may already be working in the arts but is interested in gaining experience in development and fundraising and feels that their skills and abilities will enable them to succeed in this role. Reporting directly to the Executive Director, the successful candidate will work with the Executive Director to manage and broaden a portfolio of granting organizations, foundations, corporate partners, and donors through effective communications, proposal writing, cultivation, solicitation, and stewardship activities. In this highly collaborative role, the Development Coordinator, will need to build effective relationships with staff, volunteers, and supporters.

At Soundstreams we believe our organization thrives when the team mirrors the vibrant diversity of our city. We encourage submissions from individuals of all genders, ethnicities, abilities, and identities, and/or applicants facing other systemic challenges in our industry. We warmly welcome all qualified applicants to apply.

Major Responsibilities:

- Management of grant timelines and the organization of requests and reports.
- Research funding prospects and monitor grant and funding trends.
- In collaboration with the Executive Director, the envisioning and execution of Soundstreams' Individual Giving, Foundations and Corporate Campaigns, involving acquisition, solicitation, and stewardship.
- Providing donor stewardship through the coordination of donor renewal campaigns, open rehearsals, and meetings for donors with appropriate staff and board.
- Oversee, plan, and implement special fundraising and appreciation events.
- Maintain detailed records in the fundraising database, including invoices, pledge

- reminders, call reports, and timely completion of tax receipts.
- Represent Soundstreams at all concerts, outreach activities, and donor events.
- Support the delivery of sponsor benefits on time as outlined in partnership agreements.

Skill, Education and Experience Requirements:

- Strong writing skills – the ability to determine salient information to share with supporters and the ability to express a narrative in a compelling way.
- Demonstrated ability to work effectively in a collaborative team culture.
- High level of maturity, professional ethics, and personal integrity.
- Ability to understand, develop, and sustain resilient and dynamic relationships with donors, colleagues, and senior management.
- Strong organizational skills and acute attention to detail.
- Comfortable with networking and have a natural ability to build meaningful relationships - confident and eager to engage community, donors, grantors, partners, and colleagues.
- Ability to see the big picture and apply strategic thinking and problem solving to all areas of work.
- Shows initiative, can meet deadlines, and handle concurrent projects with a strong track record of fulfilling commitments.
- Passion for the arts - interest in and knowledge of the classical music field, including recent music, is an asset.
- Dedication and openness to continuous learning.

Salary, Benefits, Time Period and Work Hours:

This is a full-time position working 40 hours per week, with an annual salary of \$55,000 - \$60,000 commensurate with experience. Benefits include health benefits, performance tickets, professional development, flexible work schedule, and paid vacation. There will be requirements to work flex time with evening and weekend work as the position demands.

How to Apply:

We ask that applicants submit a cover letter and resume no later than 11:59pm on Friday November 10, 2023. In the cover letter, let us know what interests you about working for Soundstreams in this position and what strengths you have that qualify you for this position.

Please apply by email to Beth Brown, Executive Director at: bethb@soundstreams.ca re: Development Coordinator. Should you have any questions or require any accommodations, please email Beth Brown at the aforementioned address.

This position requires the successful applicant to work a minimum of four days a week in the Soundstreams offices.

Soundstreams would like to thank everyone who applies for their interest, but only candidates selected for an interview will be contacted.