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Artistic Director

Lawrence Cherney C.M.

Executive Director

Beth Brown

Manager of Development, 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 to Igor Stravinsky's 100th birth year, an artist who fundamentally transformed the ways we hear our world. In the intervening years, we've 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 have toured and continue to tour in North America, Latin America, Asia and Europe. In recent seasons, Soundstreams' productions have received high praise from the international press: 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 Manager of Development. Reporting directly to the Executive Director, the successful candidate will manage and broaden a portfolio of granting organizations, foundations, corporate partners and donors through effective communications, proposal

writing, cultivation, solicitation, and stewardship activities. Working closely with the Executive Director and Artistic Director, the Manager of Development is responsible for developing strategies to deepen current and to create new relationships, to support the excellence and ongoing legacy of Soundstreams.

We believe that Soundstreams 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 facing other systemic challenges in our industry. We warmly welcome all qualified applicants to apply.

Major Responsibilities

- The envisioning and execution of Soundstreams' Individual Giving, Foundations and Corporate Campaigns, involving acquisition, solicitation, and stewardship.
- Management of grant timelines and organization and creation of requests and reports.
- Evaluation of changing trends in philanthropy and the development of new programs responsive to the fundraising needs of the organization.
- Provide donor stewardship through the coordination of donor renewal campaigns, hosting tours, coordinating open rehearsals, and setting up meetings for donors with appropriate staff and board.
- Oversee, plan, and implement special fundraising and appreciation events.
- Timely completion of tax receipting, in accordance with Canadian Revenue Agency legislation, including recording all donations and stewarding member benefits.
- Organize and create the annual report for Soundstreams.

Skill, Education and Experience Requirements

- A combination of a minimum of five years of education and experience in the non-profit fundraising environment.
- Strong organizational skills and acute attention to detail.
- Excellent verbal, interpersonal and written skills.
- Comfortable with networking and has a natural ability to build meaningful relationships; confident and eager to engage community, donors, grantors, partners, and colleagues.
- Knowledge of data management, record-keeping systems and tax receipting procedures and requirements.
- Knowledge of laws, regulations and ethical principles relevant to this position.
- Passionate about Soundstreams' work.
- Ability to see the "big picture," and apply strategic thinking and problem solving to all areas of work.
- Shows initiative and can meet deadlines and handle concurrent projects, with a strong track record of fulfilling commitments.
- Resourceful and flexible with an ability to work both collaboratively and independently.
- 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 \$60,000 - \$65,000 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

* Please note that interviews may take place during the posting period.

We ask that applicants submit a cover letter and resume no later than 11:59pm on Sunday September 17, 2023. In the cover letter, please let us know what interests you about working for Soundstreams, what strengths you have that makes you feel qualified for this position.

Please apply in confidence by email to Beth Brown, Executive Director at bethb@soundstreams.ca re: Manager of Development. Should you have any questions or require any accommodations, please feel free to email Beth Brown at the previously mentioned email.

This position does require the successful applicant to work a minimum of three days a week in the Soundstreams offices.

We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted.