

Career Opportunity

Patron Development Administrator

Edmonton Symphony Orchestra & Francis Winspear Centre for Music

Are you passionate about the arts in Edmonton and live music in particular?

Are you known for your ability to make personal connections with people?

Are you looking for an opportunity to grow into an arts management or funds development career?

The Edmonton Symphony Orchestra & Francis Winspear Centre for Music is seeking a **Patron Development Administrator** to build and nurture relationships with orchestra subscribers and donors. This position provides administrative support to the funds development team and is a touchpoint for existing and prospective subscribers and donors. The Patron Development Administrator is accountable for coordinating donation and tax receipt processing, maintaining a current and robust database of patron information, creating standardized processes and procedures to inspire and maintain donor engagement, and providing input for communications and events.

This role requires someone who is diligent, conscientious, and familiar with database management. Being able to call upon accurate information at a moment's notice is crucial and your organizational skills and detail accuracy are essential to the records management aspects of this role. Your capacity for establishing personal connections with people is important, as is a proven ability to handle customer issues with diplomacy and professionalism. Your commitment to follow-through on all inquiries and feedback is essential.

Your qualifications include a post-secondary degree and related experience with donor relations, funds development, or communications. To succeed in this role, you are a strong communicator in person and in writing. Skill with database management, particularly Tessitura, or the ability to quickly familiarize yourself with such software is strongly recommended. Your appreciation of the value arts and culture bring to the community as a whole are essential to success in this role. Evening and weekend work is required on a flexible schedule.

If you enjoy working as part of a close-knit team and look forward to building relationships with people from all walks of life, submit your application to start a career with one of Edmonton's finest arts organizations. Email your cover letter and résumé as a single PDF attachment to Julia Darby at jdarby@winspearcentre.com. Subject line: Patron Development Administrator. Please no phone calls. Closing date for applications is January 8, 2018. We sincerely thank all applicants. Qualified candidates selected for an interview will be contacted.

FRANCIS WINSPEAR CENTRE FOR MUSIC

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