

The Francis Winspear Centre for Music is seeking a dynamic individual as a Philanthropy Data Coordinator. We are looking for an employee who is excited to be part of our music-centered, community-driven organization for this permanent full-time position.

Who we are:

As one of the premiere places for music in Canada, the Francis Winspear Centre for Music is committed to provide musical experiences rooted in creativity, nourished by imagination, and sustained by excellence.

We are committed to the importance of the live experience. We host music groups and individuals at every level of ability, anchored by our resident artists, the Edmonton Symphony Orchestra.

We are on Indigenous peoples' traditional lands, who are integral to our history. Equally, we embrace today's multicultural mosaic. Music is one of the expressive languages that transcend and unite people.

We are committed to providing a safe and welcoming space for our community to create, exhibit, and learn about music. We are committed to accessibility. The Centre is a platform for a broad and eclectic range of individual voices to be enjoyed on a communal level.

The Winspear Centre has been a cornerstone of Edmonton's Arts District for 25 years. We welcome 250,000 people annually to participate in musical performances and rehearsals, literary events, meetings, receptions, graduation ceremonies, and educational programs. We are currently working to complete the Winspear Project – a significant building expansion that is currently underway and will include a new 550-seat performance venue, dedicated teaching spaces, and flexible community areas and will help us achieve our goal of reaching 500,000 active participants by 2032. We aim to celebrate the opening of this exciting new addition to Edmonton's Arts District in 2025.

We operate up to 365 days of the year and outside what would be deemed regular business hours. Our employees and contractors have floating work schedules that, occasionally or frequently, include work on evenings, weekends, and holidays depending on the person's role and the needs of our business.

We encourage you to visit our website to learn more: <https://www.winspearcentre.com/>

Who you are:

You love music, you enjoy working on a team and bringing out the best in yourself and your colleagues, you are creative, and you are not afraid to try new things. You are aligned with these values and want us to succeed together.

You have a keen eye for details and your organizational skills are superior. Although you can work independently, you enjoy being part of a collaborative team and like opportunities to meet new people including patrons who share your love of music.

What we can offer you:

- Upon probation completion, we offer a comprehensive health benefits package and matching RRSP contributions up to 3%.
- An organization that provides support, learning, and training opportunities.
- Immersion in a culture that wants to share our love of music with the community.

Job Summary:

The Philanthropy Data Coordinator reports to the Director of Philanthropy and is responsible for overseeing all aspects of the administration of donations for the organization and acting as an ambassador for the Winspear Centre.

This position occasionally works at home and primarily works at the Winspear Centre, and requires the ability to work flexible hours, including evenings and weekends, to attend regular events at the Winspear Centre and become immersed in our musical culture.

Key Responsibilities:

- Respond to donor correspondence over the telephone, or via email to respond to inquiries, questions, and concern and provide resolutions
- Process contributions and donations with accuracy to managing all data via a database
- Generate reports and analyses from databases that inform the work of the Edmonton Symphony Orchestra, Winspear Centre, and the Philanthropy team
- Issue charitable tax receipts and send them to donors
- Convey prompt and regular appreciation to donors by calling and corresponding with them.
- Support the Philanthropy team with Capital Pledge payments, sponsorships, and donations, stewardship, and legacy giving activities
- Active participation in Philanthropy Department activities to attend concerts, and stewardship and fundraising events to lead with producing guest lists, name tags, and meet and greet patrons
- Provide administrative support to other teams as needed

Qualifications:

- Minimum 2 years' experience in administration, fundraising, or data management
- Highly skilled working in Excel and other data analysis tools to solve problems and answer questions
- Experience working with confidential personal data and maintaining confidentiality
- Experience working and thriving in a fast paced and rapidly changing environment
- Outstanding interpersonal skills including the ability to engage with diverse stakeholders
- CRM experience with Tessitura is an asset
- Comfortable with Word, and Outlook. Experience using macros in Office an asset
- Effective organizational and time management skills
- Clear criminal record check
- Comfortable with a flexible schedule and irregular hours

Competencies:

- Detail-oriented
- Conscientious
- Strong work ethic
- Personable
- Problem solver
- Open to try new things

Please submit your cover letter and resume to apply and email hire@winspearcentre.com. Please include "Philanthropy Data Coordinator" in the subject line of the email. Resumes will be reviewed as submitted, and the position will be filled when a suitable candidate is identified.

The Winspear Centre is an equal opportunity employer and encourages applications from all qualified individuals. Applicants who are either Canadian or permanent residents of Canada will be considered prior to international applicants. We thank you for your interest. Only those selected for an interview will be contacted.