

# Manager of Sponsorships and Development

The Winnipeg Symphony Orchestra (WSO) is in the business of creating exceptional musical experiences for Manitobans. The work culture is creative and collaborative, fostering a positive, problem-solving environment. The ideal candidate will bring passion and energy to the position.

# Manager of SPonsorships and Development

Reporting to and in partnership with the VP Development, you will be part of the team that designs and executes diverse fund development efforts that support the sustainability of the WSO. You will have the opportunity to contribute your strong organizational skills to the expanding role of Manager of Sponsorship and Development.

The Manager of Sponsorship and Development’s key responsibilities are to prepare, execute and monitor the WSO’s annual corporate sponsorship program, as well as assisting with Foundation grants, annual campaigns and other fundraising activities as assigned.

Corporate Sponsorships – 65%

* Soliciting potential corporate sponsors, corporate donors, and corporate gala tables for their financial support of the WSO
* Steward relationships with corporate sponsors and corporate donors and coordinate all sponsor recognition and sponsor events
* Perform cultivation activities with potential corporate sponsors and corporate donors
* Create sponsorship packages or proposals
* Create and maintain content for sponsorship and corporate campaign website pages
* Create corporate donations direct mail solicitation campaigns
* Set up corporate sponsor and donor face to face meetings
* Negotiate and execute contracts with corporate sponsorships outlining partnerships agreements and ensure the execution of all agreed upon arrangements
* Lead prospect research, proposal development and solicitation planning of sponsorships and corporate donors
* Raise funds from corporations to support the Sistema Winnipeg Program
* Ensure proper donor recordkeeping and gift processing of corporate donors and sponsors
* Prepare sponsor year end reports

Foundation Grants and Other Development Activities – 35%

* Assist in writing proposals and soliciting Foundation grants
* Assist in with the Opening Night and Spring Galas
* Assist with Red Room Receptions and other events at the Centennial Concert Hall
* Write articles for donor newsletters, annual reports and other development communications
* Other duties as assigned

**Qualifications:**

The successful candidate will possess

* Previous experience in a development department, preferably working in the areas of sponsorships and/or project management an asset
* Previous experience working with corporations or the business community in a sales role preferred
* Must have a demonstrated excellence in organizational and communication skills
* Knowledge of and experience with fundraising database systems an asset
* Preferably a minimum undergraduate degree
* CFRE qualification is an asset
* Knowledge of and a passion for classical music is an asset

**Interested applicants are invited to submit a resume and cover letter to Beth Proven, VP Development before**

**5:00 pm on Friday, June 14th at** [**bproven@wso.mb.ca**](mailto:bproven@wso.mb.ca)**.**