

THE OPPORTUNITY

We are seeking an ambitious Senior Development Officer for a full-time, fixed-term employment contract of approximately 20 months, commencing November 1, 2026 to June 30, 2028.

POSITION SUMMARY

Reporting to the Chief Development Officer, the Senior Development Officer plays a key leadership role in the execution of the organization's annual fundraising strategy and donor engagement initiatives. Working collaboratively across the Development team, this position leads the annual fund program, manages a portfolio of leadership annual donors, oversees donor stewardship, and provides operational leadership to ensure fundraising activities are delivered effectively and efficiently.

The Senior Development Officer combines strategic thinking with strong project management and relationship-building skills to strengthen donor retention, increase philanthropic support, and foster an exceptional donor experience.

KEY RESPONSIBILITIES**Annual Giving**

- Lead the planning, execution, and evaluation of two annual fundraising campaigns each year, developing strategy, timelines, messaging, segmentation, and performance metrics.
- Coordinate campaign production with internal marketing staff and external vendors, including designers, printers, mail houses, telemarketing partners, and digital service providers.
- Develop and implement monthly and annual donor renewal, upgrade, acquisition, reactivation, and conversion strategies to grow annual philanthropic revenue.
- Analyze campaign performance, donor behaviour, and response rates to inform future fundraising strategies and improve results.
- Collaborate with the Development Officer (Database Management) to generate reports, donor lists, segmentation, and performance dashboards.
- Manage outreach strategies for lapsed donors, including campaign planning, scripting, tracking, and evaluation.

Donor Relations

- Manage a portfolio of leadership annual donors and prospects, primarily at the \$10,000–\$25,000 giving level, with an emphasis on securing renewed, increased, and multi-year commitments.
- Collaborate with the Chief Development Officer to develop and implement strategies that identify, cultivate, solicit, and steward leadership gift prospects as part of the organization's comprehensive

fundraising program and special campaigns.

- Develop individualized cultivation, solicitation, stewardship, and recognition plans for assigned donors.
- Identify opportunities to move donors through the giving pipeline toward major gift and campaign investments.
- Build meaningful relationships with donors through regular communication, meetings, and engagement opportunities.
- Recruit, coordinate, and support volunteers participating in fundraising campaigns, stewardship initiatives, and donor appreciation activities.

Stewardship

- With support from the Development Officer, develop and execute a comprehensive stewardship program, including personalized acknowledgements, impact reports, donor recognition initiatives, and other stewardship communications.

Development Operations & Team Leadership

- Provide day-to-day supervision, coaching, and support to the Development Officer.
- Work collaboratively to ensure the accurate and timely processing of gifts, tax receipting, acknowledgements, reporting, list generation, and donor records management.
- Champion best practices in donor data management, ensuring CRM is used effectively to document donor interactions, manage prospect activity, support stewardship, and generate strategic reports.
- Identify opportunities to improve development processes, reporting, and operational efficiencies that strengthen the overall fundraising program.
- Support the Chief Development Officer in the implementation of departmental priorities, annual work plans, and fundraising initiatives.

QUALIFICATIONS

- Minimum 3 years of progressive fundraising experience, with demonstrated success in annual giving, donor stewardship, and relationship management.
- Experience managing donor portfolios and developing successful fundraising campaigns.
- Strong understanding of donor lifecycle management, stewardship best practices, and annual fundraising strategies.
- Experience supervising staff or coordinating cross-functional projects is an asset.
- Proficiency with donor database systems/CRM.
- Excellent writing, editing, project management, analytical, and interpersonal skills.
- Highly organized with exceptional attention to detail and the ability to manage multiple priorities

simultaneously.

- Passion for the arts and a commitment to building lasting relationships that support the organization's mission.
- CFRE candidate or credential is an asset but not required
- Eligible to work in Canada by holding Canadian Citizenship, Canadian Permanent Residency status or a valid Canadian work permit.

COMPENSATION AND BENEFITS

- Full time, fixed-term position commencing November 1, 2026, and ending June 30, 2028.
- Competitive salary \$70,000 - \$80,000 contingent on experience and qualifications.
- Comprehensive extended health and dental benefits.
- Employee and family assistance program.
- Employer-matched RRSP program.
- Flexible work arrangements including remote work options.
- A dynamic, creative and mission-driven workplace.
- Stylish and accessible office, artistic and public spaces.
- Paid professional development and volunteer opportunities.
- Complimentary season tickets and special events.

ABOUT PACIFIC OPERA VICTORIA

Pacific Opera Victoria is one of the most influential professional opera companies in Canada. Our vision is for a world in which opera enriches the lives of everyone. Our mission is to create distinctive and inclusive opera experiences which inspire and engage artists and audiences.

We deliver our mission with integrity and uncompromising adherence to our values: Quality, Leadership, Innovation, Collaboration, Learning, Inclusivity and Stewardship. We are committed to advancing Equity, Diversity, Inclusion, Reconciliation and Environmental Stewardship in our organization and community.

For nearly five decades, Pacific Opera Victoria has earned a national reputation for artistic achievement, innovative programming, original productions, and meaningful community engagement. Our productions are seen on stages across North America, and we proudly collaborate with every major Canadian opera company through co-productions and artistic partnerships that extend our impact far beyond Vancouver Island.

From our home at the Baumann Centre in Victoria, we create distinctive opera experiences that inspire audiences, nurture artists, and strengthen communities. We are a company known for doing things differently: commissioning new work, building our own productions, collaborating widely, and creating opportunities for people to connect through powerful storytelling and music.

QUESTIONS WELCOME

Confidential inquiries about the role, the organization, or the search process are welcome and encouraged. Please contact Ian Rye, Chief Executive Officer, at **careers@pacificopera.ca** or **250-382-1641**.

If you are energized by the opportunity to build lasting donor relationships and help advance exceptional artistic and community impact through one of Canada's most respected cultural institutions, we encourage you to apply.

Pacific Opera encourages applications from candidates of diverse backgrounds and lived experiences.

APPLICATIONS

Please submit a cover letter and resume before September 30, 2026, in confidence to:

Ian Rye, Chief Executive Officer

Pacific Opera Victoria
careers@pacificopera.ca

Applications will be reviewed as they are received. The posting will remain open until filled.