



Job Posting: Development Coordinator, Intermediate Giving

Hours: Full time / Generally 37.5 hours per week (generally 7.5 hours/day)

Compensation: \$65,000-\$73,000 based on experience.

Professional development funds and resources.

Competitive benefit package, including a bonus paid vacation week at winter break, extended Health and Dental benefits, Travel insurance and Personal Wellness Days.

Application Deadline: **Until position filled.**

Applications will be reviewed on a rolling basis; therefore, interested candidates are encouraged to submit their application as early as possible. Please note that this is a competitive selection process, and only candidates selected for an interview will be contacted.

Email Subject: Application for Development Coordinator, Intermediate Giving, VCM.

Start Date: As soon as possible.

To Apply: Please email a cover letter and resume to Joan Milley, Chief Development Officer at milley@vcm.bc.ca.

Overview

We're looking for a proactive, relationship-driven fundraiser who thrives in a fast-paced, collaborative environment. You bring strategic thinking, strong organizational skills, and a passion for delivering exceptional donor experiences face-to-face and across all channels: social media, direct response, events, and more. With excellent communication and a goal-oriented mindset, you're ready to grow an integrated fundraising program that deepens community connection and drives real impact. Join a vibrant organization where music is for everyone from early childhood to seniors, inclusive outreach to top-tier music therapy, and a dynamic range of performances. Your work will help shape a mission that resonates across generations.

The Victoria Conservatory of Music – A great place to work

The VCM is so much more than just a music school; it is also a creative hub where music, technology, and vision converge, fostering an environment where students can stretch their musical imaginations. In addition, the VCM's beautiful heritage Alix Goolden Performance Hall is a premier concert space for the Greater Victoria region. The VCM is also a place where people come for the health and wellness benefits that music brings through our renowned Music



Therapy program. We are a community that inspires, nurtures, and enriches through excellence in music education, performance, and wellness.

Key Responsibilities

Donor Engagement, Solicitation, Stewardship, and Recognition

- Support the management of mid-level donors and prospects through strategic cultivation, solicitation, stewardship, and planned giving activities, identifying and advancing legacy giving opportunities while deepening donor engagement and increasing philanthropic support in collaboration with the broader Development team
- Identify and qualify mid-level donor prospects through donor analytics, research, and engagement activities.
- Maintain accurate donor records, gift documentation, contact reports, and stewardship activities within the Conservatory's donor database.
- Assist donors wishing to make general, designated, or restricted gifts to the Conservatory, including the preparation of proposals, discussion papers, and gift agreements.
- Support the cultivation, stewardship, and recognition of legacy giving donors and prospects, including maintaining relationships with members of the Conservatory's legacy society and assisting with planned giving engagement activities.
- Create and execute strategic engagement opportunities for mid-level donors (\$500-\$9,999), including donor visits, concert invitations, and special events.
- Coordinate and implement a comprehensive stewardship and recognition program through thoughtful touchpoints and personalized communications, including thank-you calls, tailored correspondence, and impact reporting.
- Support fundraising activities across all Development portfolios as required, including the preparation of grant applications and reports, corporate funding requests, major gift proposals, and donor stewardship materials.
- Assist with the planning and execution of Conservatory fundraising events;
- Assist with the planning and execution of donor engagement and stewardship events;

Donor Communications

- Lead the planning, execution, and evaluation of the semi-annual direct mail appeal, Giving Tuesday campaign, and other fundraising initiatives in collaboration with the Marketing team and Chief Development Officer.
- In collaboration with Marketing, review, source, and generate content for donor communications, including but not limited to print and electronic newsletters, social media, mailings, and updates to the Conservatory's website;
- Monitor and evaluate the effectiveness of donor communications and fundraising campaigns, making recommendations to strengthen donor engagement, retention, and revenue growth.

Qualifications and Requirements



- Minimum of two years of progressive fundraising experience, including donor cultivation, solicitation, stewardship, and annual giving;
- Proven track record of achieving revenue targets and driving all stages of the donor lifecycle;
- Advanced planning, and organization skills. Ability to work independently and collaboratively with staff, board of governors, volunteers, donors, and the public;
- Excellent networking, presentation, and interpersonal skills;
- Strong project skills, with a proven ability to prioritize and manage timelines;
- Superior writing skills, for direct mail appeals, donor correspondence, proposals, and/or website content;
- Demonstrated proficiency with donor CRMs, Office 365, and digital communication platforms, including social media and email tools;
- Comfort with principles of reconciliation, equity, diversity, inclusion, and accessibility;
- Certified Fund-Raising Executive (CFRE) designation or in-process is an asset;
- Professional experience in arts, culture, or education environments is an asset.

Other Requirements

- Must work in office at our downtown location (900 Johnson St) with potential for hybrid arrangement (as agreed upon by both parties) after three months.
- Ability to accommodate occasional travel and work outside regular business hours, including evenings and weekends; valid driver's licence required.
- A Criminal Record Review is required for all positions at the VCM.

We again would like to thank all applicants in advance for submitting their applications. Please note, only those candidates chosen to continue through the selection process will be contacted.