



HPO Development Officer

Full-time position. Hybrid work environment in Hamilton (in-office 3-days per week)

The Hamilton Philharmonic Orchestra is looking for a creative and energetic person to join our team of dedicated and mission-focused professionals who are committed to working together to achieve HPO's mandate to support the community through the joy of musical experiences.

Who we are

The Hamilton Philharmonic Orchestra has deep roots in Hamilton serving as its professional orchestra for more than 140 years. As one of Canada's leading orchestras, the HPO has proudly contributed to the shaping of Hamilton's cultural landscape and continues to uphold values of high calibre, inclusive and accessible orchestral music and education for all. Music Director James Kahane and the professional musicians of the HPO present dynamic orchestral performances ranging from standard classical repertoire to popular music and world premieres by living composers. Our programs include mainstage, music education, featuring our youth orchestra and community events.

Why Join the HPO?

The HPO believes that our relationship to music is meaningful and powerful. Shared experiences through music can contribute to maintaining and enhancing our sense of wellbeing and through accessible programming for community members of all ages, the HPO is committed to promoting wellbeing through music in new and innovative ways.

Why Work with Us?

- Opportunity to do meaningful work that supports the arts, music's role in our lives and the wellbeing of our community;
- This is a mid-level position in fundraising and partnership development;
- Competitive salary;
- Hybrid work environment (Full-time position with 3-days in office per week);
- Annual healthcare allowance;
- Commitment to Professional Development;
- Concert tickets to HPO and other partner perks.

The Role:

The Development Officer plays an integral role in supporting and contributing to the efforts of the development team and will be responsible for advancing the mission of the Hamilton Philharmonic Orchestra by fostering strong relationships with sponsors, funders, donors, and generating support from individuals, corporations and foundations. The Development Officer is



responsible for generating fundraising revenue, coordinating development activities and identifying potential sources of funding.

Key Accountabilities:

Reporting to the Executive Director and working closely with the Donor Experience Director, the Development Officer's responsibilities include:

- Assisting in the development of cultivation, solicitation, and stewardship strategies for annual giving. This will involve researching, writing, and preparing fundraising materials including cases for support, proposals, grants, briefing notes, reports, and other correspondence;
- Working closely with the Donor Experience Director to identify, cultivate, solicit and steward prospective donors and sponsors;
- Proactively use research and qualification processes to generate prospects and implement strategies to drive giving and sponsorship;
- Working closely with other areas of the team (i.e. Marketing, Community Engagement, Patron Services, Music Education) to develop plans to maximize giving and sponsorship opportunities;
- Assist in other duties as required in furthering the goals of the development team and the HPO.

Experience and Qualifications:

- Fundraising, sales/marketing or similar qualification preferred;
- Excellent writing, research, communications and presentation skills;
- Strong knowledge of databases;
- Strategic thinking, attention to detail and strong program management skills;
- Ability to work as a team player.

How to apply

The Hamilton Philharmonic Orchestra is committed to establishing a qualified workforce that is reflective of the diverse population we serve. If you require accommodation, please notify us and we will work with you to meet your needs.

Thank you for your interest in working with Hamilton Philharmonic Orchestra; only those selected for an interview will be contacted.

If this role interests you, please send your resume and cover letter to Kim Varian, Executive Director at kvarian@hpo.org