



## Associate Director of Philanthropy

### *About Ottawa Chamberfest*

A long-established pillar of Ottawa's music community with national and international reach, the Ottawa Chamber Music Society (OCMS), known publicly as Ottawa Chamberfest, is embarking on its 32<sup>nd</sup> year of operation in 2025/26. Founded in 1994, OCMS is a registered charity with the Canada Revenue Agency. Our charitable organization presents year-round programming—including an annual summer music festival—inviting local, national, and international artists and audiences into beautiful acoustic spaces.

Under the artistic direction of violinist Carissa Klopoushak, our year-long programming encompasses a broad spectrum of traditional-to-contemporary chamber music for equally broad and dynamic audiences. We are committed to artistic excellence, innovative programming, community engagement, and inclusion through our three pillars of programming: our fall-winter Concert Series, our annual Summer Festival, and a full suite of [Community Engagement and Education](#) (CEE) programming, which makes music accessible to diverse audiences including children, emerging young artists, and isolated populations. *Whether on stage, in the classroom, or on the streets, CEE changes lives through music.* Organizationally, we are aligning our operations to meet this time of societal, and arts ecosystem change with wide-eyed enthusiasm and creativity.

Ottawa Chamberfest works to build a world where the rights, dignity, and worth of every human being is respected and celebrated; we value equity and diversity. The organization strives to create a climate that is respectful, safe, and inclusive – where all feel welcome and valued, and where all are supported to make their contribution.

### *About the Role*

The Associate Director of Philanthropy is a key position that bridges our organization's work to audiences and the greater community!

This role actively shapes and activates Ottawa Chamberfest's programs by cultivating donor, partner, and sponsor engagement. The Associate Director of Philanthropy secures donations, grants, and sponsorships through major donors, foundations, individuals, businesses, community organizations, and more. This role designs and leads a comprehensive donor and fundraising plan with short-term and long-term targets that strategically activate individuals, foundations, corporations, and community partners. The fundraising plan incorporates current assets while developing new properties. Revenue generation efforts directly support our multi-faceted, year-round operations including concert presentations (e.g., public, private, festival, concert series, fundraising events); and community programming for both children and adults, emerging artists, and vulnerable/isolated populations.

Internally, this role reports to the Executive Director with a strong thread to the Artistic Director. Together, this tri-vector of skills and experience both generate and deepen donor and philanthropic

relationships. The Associate Director, specifically, is tasked to expand donor portfolios and match properties with donor interests.

Our next Associate Director of Philanthropy brings a combination of experience and knowledge about the arts sector/classical music and philanthropy/fundraising to support our mission. We look forward to reviewing applications from results-oriented individuals who have a proven track record and expertise as described below. If this opportunity resonates with you, please consider joining our team!

### *Responsibilities*

- Provide strategic leadership to evolve and implement Ottawa Chamberfest's fundraising plan with a focus on diverse revenue sources (major gifts, monthly giving, corporate sponsorships, legacy giving) and fundraising events.
- Design a donor and fundraising program that establishes targets, attracts new donors, stewards established donors to next-level contributions within the donor cycle.
- Communicate Ottawa Chamberfest's Mandate and impact through strong storytelling, events, and relationship-building strategies.
- Cultivate, solicit, and steward relationships with existing and prospective donors, developing tailored strategies to secure new gifts and renew established donors, while reflecting Ottawa Chamberfest's high standards and progressive ideologies.
- In partnership with the Executive Director and Artistic Director, strengthen donor and community relationships to offer meaningful engagement and contribution opportunities.
- Maintain detailed records of donors, grants, and fundraising events within the Patron Manager database system.
- Ensure timely appreciation, recognition, and communication regarding donor gifts and grants, including impact updates.
- Monitor, analyze, and report fundraising outcomes and strategic results to the Executive Director, monthly and/or as requested.
- Work collaboratively with staff and volunteers to organize events and provide guidance at public-facing touchpoints that support giving initiatives.
- Collaborate with the marketing team to design compelling fundraising collateral to reach established giving targets.
- Manage the cycle of writing grants, researching new opportunities, and managing recognition and reporting commitments to both donors and grantors.
- Represent Ottawa Chamberfest at donor meetings and public events, serving as an ambassador for the organization.
- Perform other related duties to advance Ottawa Chamberfest's Mission, philanthropic, and fundraising goals.

### *Qualifications*

- 3-5 years progressive experience in the multi-faceted area of philanthropy and fundraising with demonstrated success in securing major gifts, grants, and corporate/community sponsorships.

- Post-secondary education in business administration, philanthropy, fundraising, arts management, or a related field (or offer an equivalent combination of education and experience).
- Certification as a fundraising professional is an asset.
- A proven track record in designing and executing comprehensive fundraising strategies that have driven revenue growth and directly impacted both program development and operational sustainability is required.
- Robust financial and analytical thinking skills that align with developing and managing fundraising budgets, plans, and forecasts, with the ability to skilfully incorporate unplanned opportunities.
- Exceptional written and verbal communications skills to craft compelling proposals, grants, and reports that articulate fundraising results for presentation to donors, public funders, and partners.
- Exceptional relationship-building and stewardship skills with individual donors, foundations, corporate partners, and community groups with a track record of long-term, growth-oriented outcomes.
- Empathetic, understanding, and caring disposition with the ability to build trust.
- Intellectually curious to learn about other people and their interests
- Proficiency in English and French is required. Proficiency in other languages is welcomed.
- Proficiency managing donor database systems is required, including executing donor receipts as part of the end-to-end relationship management process.
- Strong MS Office skills with Word, Excel, Outlook, PowerPoint and experience with database and CRM software is desired, such as Salesforce, Patron Manager, and Artifax.
- High level of professionalism with good judgement and discretion.
- Strong work ethic, combining energy and stamina.
- Extremely well organized with strong attention to detail.
- An established professional network in the National Capital Region is highly desirable.
- A commitment to the goals and values of Ottawa Chamberfest.

### *Work Environment*

- Due to the relationship-focused nature of this role, it is necessary for the successful candidate to reside in Ottawa, Ontario. Relocation, if applicable, is at the cost of the applicant.
- This position requires non-traditional hours particularly during the annual summer festival and concert periods.
- The successful candidate should expect to have a significant on-site presence (office, concerts, meetings, and events) with the option of working from home, when appropriate.

### *Terms of Employment*

- This is a full-time position, 40 hours per week, based in Ottawa, with salary commensurate with experience between \$60,000-\$85,000.

- Benefits include: three (3) weeks' vacation; equally contributed employer/employee RRSP; optional health benefits.
- The position requires frequent evening and weekend work along with a variable daytime schedule. Candidates must be flexible to accommodate this work schedule.
- The successful candidate is intended to start during January 2026.
- A hybrid work environment that combines on-site and remote work with a minimum 2-3 days onsite, weekly.
- Our office is located at 4 Florence Street, Ottawa; unfortunately, our offices are not accessible for those with mobility limitations.

#### *How to Apply*

- Please apply by email with a cover letter and a resume no later than Wednesday, **December 3, 2025**, to [careers@chamberfest.com](mailto:careers@chamberfest.com).
- Qualified candidates from all backgrounds are welcomed and encouraged to apply.
- Please advise if special accommodations are required to ensure equitable access to this opportunity.

Ottawa Chamberfest thanks all applicants for their interest. Only those advancing in the process will be contacted. All applications will be treated in the strictest confidence. No phone calls, please.

*Ottawa Chamberfest activities take place on the unceded territory of the Anishinaabe-Algonquin people who are the traditional caretakers of this region which is also home to many nations from across Turtle Island. As a team, we recognise that we have a great deal to learn and have a responsibility to increase our knowledge and understanding of history and the associated realities of the Indigenous people of this land.*