



## FUNDRAISING COORDINATOR

Unison Choruses Canada is a federal not-for-profit organization created to produce the Unison Festival, for 2SLGBTQIA+ choirs, every four years. The festival brings together choirs from across Canada for a non-competitive celebration of choral music in the queer community. This exciting and fun-filled festival is being held in Halifax NS from May 19 to 22, 2023, at the Halifax Convention Centre, and will host over 500 delegates and hundreds of local concert-goers.

The Halifax-based Festival Planning Committee is looking for a Fundraising Coordinator.

Unison Choruses Canada is looking for an outgoing, determined, and energetic individual with a proven track record in event-based sponsorship and funding. The Coordinator reports to, and takes direction from, the Festival Co-Chairs and works in collaboration with the Finance & Fundraising Committee, Festival Artistic Directors, the Unison Administrator, and volunteer committees. The key responsibility of the Fundraising Coordinator will be to secure financial support through cash and in-kind sponsorships, donations, and grants for the festival as components of overall festival income generation.

### GENERAL JOB DESCRIPTION

- Work with the Festival Planning Committee and the Finance & Fundraising Committee to source, nurture and expand relationships with the community and with corporate partners
- Seek out and apply for grants from all possible sources
- Develop a timeline of income target achievement
- Implement, maintain, and add to, the Unison Sponsorship Framework
- Secure and implement all cash and in-kind sponsorships for the festival, including local media sponsorships
- Achieve the fundraising goal of \$52.5K to \$72.5K by April 30, 2023
- Prepare sponsorship agreements for approval by the Finance & Fundraising Committee
- Ensure all sponsorships are implemented and fulfilled as per the terms of the agreements
- Ensure all sponsorship materials are received by Unison by April 30, 2023
- Maintain oversight of sponsorship activities including, but not limited to, tracking proposals, agreements, activation schedules, delivery of sponsor materials, shot lists for event days and reporting to meet obligations as prescribed in specific sponsorship agreements
- Attend Festival and Fundraising Committee meetings and make progress reports
- Contribute to post-Festival reporting, knowledge development and future sponsorship capacity by detailing the activities carried out and documenting lessons learned
- Share and celebrate the values of Unison Festival 2023 to cultivate new sponsors that align with organizational values, through the development of a strong message and compelling narrative about the festival's purpose and need, in print and online
- Other duties as may arise throughout the contract term



## QUALIFICATIONS

- Demonstrated track record of fund development in the not-for-profit sector
- Experience with event-based sponsorship generation
- Experience in the Arts sector is an asset
- Demonstrated success in sourcing and creating sponsorship relationships in support of organizational goals and values
- Demonstrated excellence in organizational, managerial and communication skills
- Membership in a Fundraising body is considered an asset, but not required

## EDUCATION

The successful candidate will have appropriate education and at least three years of experience in sponsorship-related revenue generation and engagement, donations, and grants

## CONTRACT PERIOD AND COMPENSATION

Term of work will be from mid-August through to early June 2023 and will include a final wrap up report to the Finance & Fundraising Committee after the Festival. The position is a part-time contract with a total remuneration package of \$8,000 to be paid in equal monthly payments. Additionally, a cash bonus of up to \$2,500 is available as follows:

- When the minimum fundraising goal of \$52.5K is achieved from all sources, a \$1,500 cash bonus will be paid.
- If the fundraising achievement reaches \$60K+, an additional \$1,000 cash bonus will be paid.

## TO APPLY

Submit letter of application and resume to [positions@unisonfestivalunisson.ca](mailto:positions@unisonfestivalunisson.ca) by 4:30 pm on June 17, 2022.

Please note that only candidates selected for an interview will be contacted.

## ADDITIONAL COMMENTS

Unison Choruses Canada values the diversity of the people it hires and serves. Diversity for us means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths. We value new perspectives, original ideas, and individuals who support this same commitment. We strongly encourage members from the Indigenous, Black, racialized, LGBTQ2S+, persons with disability, refugee and newcomer communities to express interest in the position.

The Unison Festival will take place within Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship". We acknowledge and honour the Mi'kmaq people who have cared for and continue to care for this land. Unison Chorus Canada is continuing to learn and evolve, to walk together with the many Indigenous nations of Canada in the preservation and celebration of cultural traditions.