

DEVELOPMENT ASSOCIATE



Post Date: June 3, 2026

"Music is the language of the spirit. It opens the secret of life bringing peace, abolishing strife."

-Kahlil Gibran

Do you believe in the power of music to inspire, connect, and transform communities? Are you a relationship-builder who enjoys working with donors, sponsors, and community partners? Are you looking for an opportunity to grow your fundraising career while supporting one of Canada's most storied performing arts organizations? If so, we would love to hear from you.

At the Regina Symphony Orchestra (RSO), we deliver more than performances. We create moments that stay with people for life. As we expand our reach and deepen our impact, we are seeking a Development Associate to support the growth of philanthropic and sponsorship revenue while helping to strengthen relationships with the community that makes our work possible.

About the Regina Symphony Orchestra

Founded in 1908, the Regina Symphony Orchestra is a cornerstone of the cultural landscape in Saskatchewan and one of Canada's longest-standing orchestras. Performing at the Conexus Arts Centre, Darke Hall, and in venues across the province, the RSO presents a wide-ranging season of concerts - from classical masterworks to smashing pops to film scores, chamber music, and community-based performances.

In addition to our concert season, the RSO is deeply invested in education and outreach. Through school programs, library concerts, and partnerships with local organizations, we bring music into classrooms, hospitals, and underserved communities throughout Regina and across southern Saskatchewan. The orchestra consists of a full-time core of professional musicians and a vibrant cohort of per-service players, guest artists, and collaborators.

The RSO is entering a period of creative renewal, strategic expansion, and increased engagement, making this an exciting time to join our team.

POSITION SUMMARY

Reporting to the Director of Development, the Development Associate plays an important role in supporting the RSO's fundraising initiatives including fundraising, stewardship, special events, and other donor and community engagement activities.

The Development Associate will assist with solicitations, donor and sponsor relations, special events, grant administration, prospect research, and database management. This is an excellent opportunity for a motivated fundraising professional looking to build experience across multiple areas of philanthropy while contributing to a vibrant arts organization.



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KEY RESPONSIBILITIES

- Fundraising
- Solicit individual donors, corporate sponsors and foundations.
- Prepare proposals and grant applications.
- Identify opportunities to engage new donors, sponsors, and community partners.
- Conduct prospect research and prepare donor and sponsor briefing materials.
- Track fundraising activity and assist with pipeline management and follow-up actions.

DONOR ENGAGEMENT, STEWARDSHIP & CRM

- Support the identification, cultivation, solicitation, and stewardship of donors, sponsors, and foundations.
- Assist with donor communications, impact reports, and other stewardship activities.
- Help coordinate donor meetings, events, and engagement opportunities.
- Maintain positive relationships with supporters and respond to donor inquiries in a timely manner.
- Ensure supporters are appropriately recognized.
- Maintain accurate donor and sponsor records within the CRM system.
- Generate reports, mailing list, and analytics to support fundraising activities.

EVENTS & COMMUNITY ENGAGEMENT

- Support the planning and execution of fundraising and stewardship events.
- Represent the RSO at community functions, performances, and donor events as appropriate.

QUALIFICATIONS

- Minimum of 1 year of experience in at least one of the following areas: fundraising, sponsorship, relationship management, or a related field.
- Strong interpersonal skills and a genuine interest in building relationships.
- Excellent written and verbal communication skills.
- Exceptional organizational skills and attention to detail.
- Ability to manage multiple projects and deadlines simultaneously.
- Experience working with CRM or donor database systems; Spektrix experience is considered an asset.
- Proficiency with Microsoft Office and donor management software.
- Self-motivated, collaborative, and eager to learn.
- A strong appreciation for the performing arts, particularly live orchestral music.
- A post-secondary degree is preferred, though equivalent professional experience will be considered.



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ADDITIONAL GENERAL REQUIREMENTS INCLUDE YOUR AGREEMENT TO:

1. Hold a valid driver's license from the Province of Saskatchewan.
2. Provide the RSO a Criminal Record Check (and every 36 months thereafter).
3. Read and understand the RSO's Health and Safety Protocols.
4. Work evenings and weekends.
5. Reside within a reasonable commuting distance to/from Regina due to the onsite nature of the work.

BENEFITS OF JOINING THE RSO TEAM:

- Flexible Work Hours: Enjoy work hours that accommodate life's demands, with time off in lieu for evening and weekend events.
- Hybrid Work Model: Approximately 75% remote, 25% on site (RSO office and events).
- Benefits: 100% employer paid comprehensive health, dental, and long-term disability plans, cell phone subsidy, and employer pension contribution.
- Professional Growth: Collaborate with a world-class orchestra and connect with Canada's leading musicians, enriching your professional journey.
- Complimentary Tickets: Enjoy staff complimentary tickets RSO concerts and performances.

Salary Range: \$44,000 to \$50,000

TO APPLY

Please submit a cover letter and resume (PDF format) to sdeason@reginasymphony.com by June 30, 2026. While we thank all applicants for their interest, only those selected for an interview will be contacted.

If you are unsure whether your experience matches every requirement above, you are encouraged to apply. The RSO values diversity and welcomes individuals with unique backgrounds, experiences, and perspectives.