

DECIDEDLY JAZZ DANCEWORKS (DJD) PATRON RELATIONSHIP MANAGER

The Patron Relationship Manager is responsible for managing DJD's annual fundraising campaigns as well as overseeing patron services and ticket sales for DJD shows and events. This is a full-time position reporting to the Executive Director.

This busy role requires strong customer service, data management, and financial skills, as well as an understanding of event planning and marketing.

Who are you?

You are good with people. You find joy in managing relationships and building meaningful partnerships in the community. You are skilled at managing fundraising campaigns with individual donors, corporate sponsors and foundation donors from prospecting to benefit fulfillment to stewardship and renewal. In addition to being a strategic thinker, you also possess good attention to detail which makes you skilled at managing data, reconciling transactions and submitting reports.

You are adept at creating exceptional customer experiences, from point of contact through to attendance at donor events and public performances. You may have box office experience, which could be helpful but is not a requirement, and you have a solid understanding of customer relationship management.

You enjoy working in a team atmosphere but also work well independently. Your passion for the arts shines through and you enjoy sharing that passion with others.

Who are we?

DJD is one of very few dance companies in North America dedicated to jazz dance. A creation-based company, we present new work annually, most often with live original music. Our company was born in 1984 to keep the spirit of jazz alive and we have created over 70 original productions in our 40-year history. We perform in our home base of Calgary as well as touring across Canada and beyond.

We are situated on Treaty 7 territory, home of the Kainai, Piikani, Siksika, Tsuut'ina, Stoney-Nakoda Nations and Métis Nation Districts 5 and 6.

Jazz is born of African American roots and its roots lie in the turbulent history of the Black American experience. We acknowledge this history and recognize ourselves as guests in this form. We are inspired by and benefit from traditions born of a culture that is not our own. We strive to be respectful in honouring the roots and history of jazz, we dance with reverence for those who came before us, we dig deep to go forward, we strive to appreciate rather than appropriate.

DJD's mandate is to create an awareness of, and encourage respect for the integrity, spirit and traditions of jazz through education and performance. A typical season is anchored by a minimum of two original productions, at least one with live music. In addition to creating and producing, we are also involved in educational programming and community outreach. We have an operating budget of \$3.5 million. In April 2016, we opened the stunning \$28.5M DJD Dance Centre, creating a wonderful new home for DJD and a dance hub for Calgary with 6 studios, a Community Living Room space, and a 230-seat studio theatre in 40,000 square feet.

What You Will Bring

- Relevant post-secondary education
- 3-5 years of experience in a development, box office, or marketing/customer service role
- Strong understanding of sales techniques, strategies, and customer relationship management
- Experience with databases, websites, ticketing or e/commerce software
- The ability to develop strategies, set goals, create, and implement action plans, and evaluate processes and results
- Experience in financial management & data analysis
- Proficiency in a Mac-based environment, Microsoft 365 (Word, Excel, Outlook) and Adobe Creative Suite
- Excellent written and verbal communication skills
- Process-oriented thinker, with the ability to work well under pressure and gracefully handle multiple projects
- Positive attitude, strong work ethic and willingness to learn
- Adaptability, flexibility, creativity, and the ability to function effectively in a fast-paced environment where being a collaborative team player is essential
- A passion for the arts!

Additional Details

- The start date of this position is mid-June to July
- Comprehensive benefit package
- Annual salary is \$58,000 - \$63,000 dependent upon skills, education and experience
- Interviews will be conducted on an on-going basis and the job posting will officially close when a suitable candidate is found
- We thank all interested applicants in advance, but we will only be contacting those selected for an interview
- This position is required to work on-site at the DJD Dance Centre located at 111 12 Ave SE Calgary, AB

Please send your resume and cover letter telling us how your experience fits this role and why you want to work at DJD by May 20, 2025 to: Kathi Sundstrom, Executive Director, Decidedly Jazz Danceworks
careers@decidedlyjazz.com