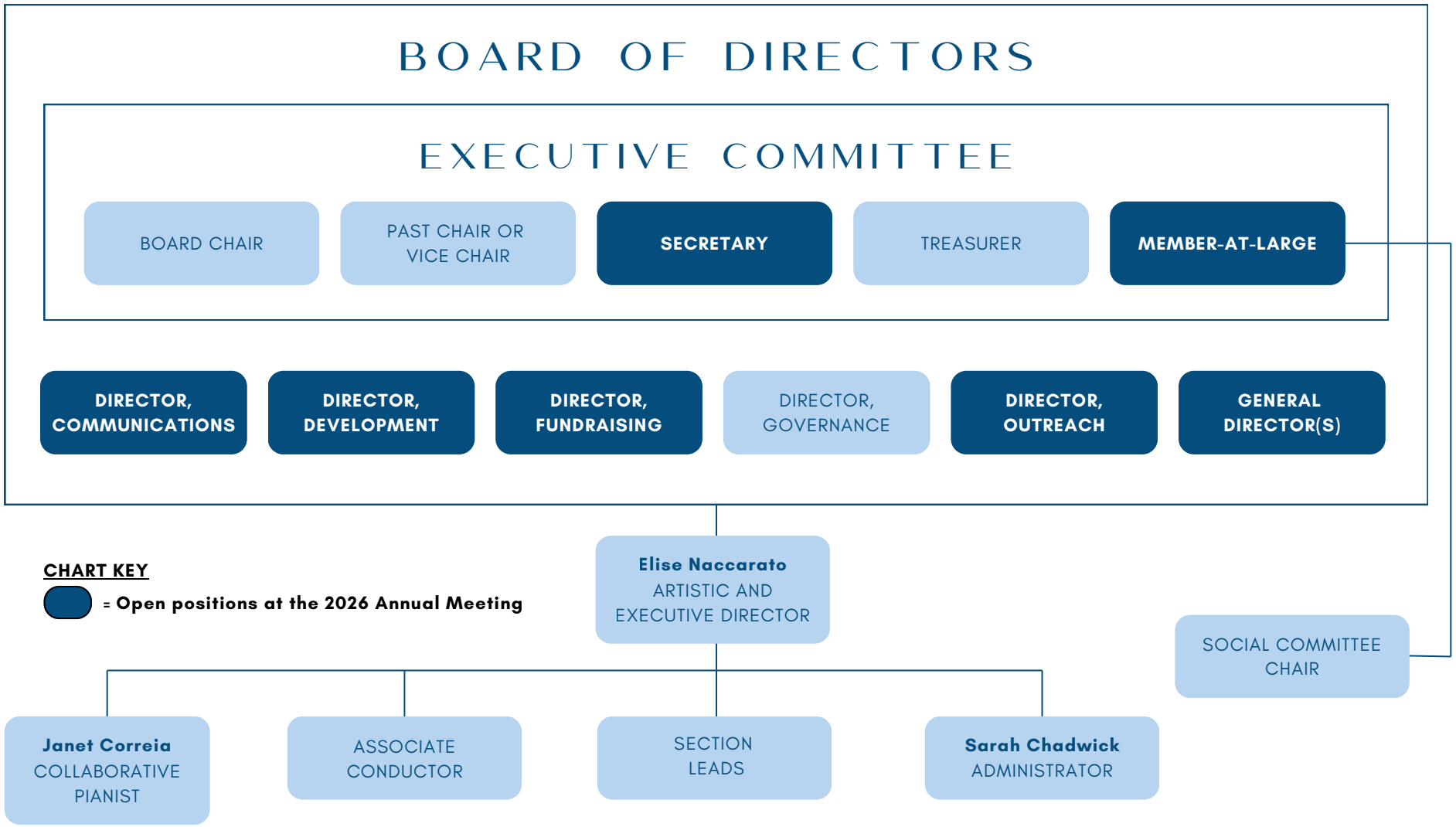
MYRIAD Ensemble

ORGANIZATIONAL CHART



DEVELOPMENT DIRECTOR

POSITION

- Volunteer (i.e., unpaid) on a working board
- One-year term
  - Typical term duration is two
- Estimated commitment of three to 28 hours per month, depending on the number of grant applications being prepared
  - Two hours for board meeting preparation and attendance
- Position-related fundraising not required
- Elected at the annual meeting by the membership
- No term limit, though re-election is required at each term end

GENERAL

The Development Director researches available grants and manages applications for them to meet the organization's annual revenue goals. They also work with the Outreach Director to obtain corporate sponsorships.

RESPONSIBILITIES

- Prepare for and attend board meetings
- Meet and communicate with the Development Committee
- Draft a report summarizing the Development Committee's activities over the past season to include in the annual meeting materials
- Outline a development plan with measurable and relevant goals for the upcoming grant season
- Research available grants and recommend which ones the organization should apply for
- Meet with the Artistic Director regarding the goals of individual grant applications
- Create grant budgets in consultation with the Artistic and Executive Director and the Treasurer
- Collate research and statistics that support grant applications, as needed
- Assist with writing and editing grant applications and reports

MYRIAD ENSEMBLE

MUSIC. COMMUNITY. A MYRIAD OF JOURNEYS.

FUNDRAISING DIRECTOR

POSITION

- Volunteer (i.e., unpaid) on a working board
- One-year term
  - Typical term duration is two
- Estimated commitment of two to 20 hours per month, depending on fundraising initiatives and upcoming events
  - Two hours for board meeting preparation and attendance
- Position-related fundraising not required
- Elected at the annual meeting by the membership
- No term limit, though re-election is required at each term end

GENERAL

The Fundraising Director coordinates member-centred fundraising initiatives to meet the organization's annual fundraising goals.

RESPONSIBILITIES

- Prepare for and attend board meetings
- Meet and communicate with the Fundraising Committee
- Draft a report summarizing the Fundraising Committee's activities over the past season to include in the annual meeting materials
- Host regular fundraising events with specific and attainable targets
- Market fundraising events to members and the community at large, if applicable, in collaboration with the Communications Committee
- Liaise with the Treasurer about the financial needs of potential, planned, and ongoing fundraisers
- Manage online donation platforms (e.g., CanadaHelps)