



**JOB TITLE:** Telefunding Team Member

**JOB SUMMARY:**

The Kitchener- Waterloo Symphony is hiring out-going, dynamic team members with sales or fundraising experience and an outstanding telephone manner. Come and join a team of positive and passionate people who are striving to make a difference in our community.

**Duties include but are not limited to:**

- Communicating with current donors and renewing their annual support
- Thanking donors for their annual support
- Attending KWS concerts as an ambassador for the organization
- Phoning current subscribers for acquisition of annual support

**Hours:**

This is a contract position for November and December 2017 with part-time hours usually varying from 5:00 p.m. - 9:00 p.m. Monday-Thursday. Some additional hours may be required on weekends. Successful candidate's contracts have the option to be renewed for future fall and spring campaigns. Approximately 8 – 20 hours per week.

**REPORTING TO:**

Manager, Corporate & Community Partnerships

**QUALIFICATIONS:**

- Sales and/or fundraising experience
- Customer service experience
- Excellent interpersonal and communication skills
- Ability to work independently in a team-oriented environment
- Familiarity with the non-profit sector
- Music knowledge is an asset

**HOW TO APPLY:**

Please e-mail your resume and cover letter to Jen Sibdhannie

[jsibdhannie@kwsymphony.on.ca](mailto:jsibdhannie@kwsymphony.on.ca)

(Please note only successful candidates will be contacted for an interview)