

Associate Director of Development

Reports to: Director of Development & Operations

Job Summary

Chicago Sinfonietta, a mid-sized professional orchestra with a mission of diversity and inclusion, seeks full time (at least 40 hours per week) Associate Director of Development for immediate hire. Through high artistic standards and a cutting-edge mix of guest artists, Chicago Sinfonietta has been carving its path for over 28 years. Music Director Mei-Ann Chen leads the orchestra to gather diverse talent and sounds from all over the world to redefine what you expect from a symphony. Dubbed "the city's hippest orchestra..." by John Von Rhein, we're pushing the envelope even further now, creating completely innovative experiences that you can hear, feel and see.

Chicago Sinfonietta is seeking a full-time Associate Director of Development (ADOD) that will assist in the development, management, implementation, and evaluation of an overall fund-raising program consistent with the organization's needs and goals. The ADOD works with the Director of Development & Operations in planning, promoting, and executing the Culture of Philanthropy within the organization with focus on all annual fundraising, grants management, fundraising events, and donor cultivation.

Fund Raising

- Work with the Director of Development & Operations (DDO) to develop and direct year-round Development program under the Culture of Philanthropy to cultivate new prospects and seek out new funding opportunities; develop and administer all donor benefits programs in accordance with IRS guidelines.
- ADOD is responsible for researching, writing, assembling and submitting grant applications, reports and supplemental materials to federal, state, and local government agencies that provide arts funding as well as participate in site visits with funders and grant officers.
- Work collaboratively with the DDO to develop and implement a Cultivation and Stewardship Plans to identify, cultivate, and solicit prospects to relaunch a Major Gifts program; research resources and participate in strategy meetings for upcoming Capital Campaign and 30th Anniversary.
- Plan, manage, and implement all phases of the Annual Fund campaign; oversee the solicitation and acknowledgment process, maintenance of records, and establishment and disclosure within IRS guidelines of donor benefits; monitor progress and make adjustments as needed.
- Work with DDO to plan, develop and execute annual fundraisers and all special fundraising events; participate in establishing the budget and manage streams of fundraising revenues at special events including auctions and raffles, as well as assist with the development and production of all materials used to support the organization's fund raising events and campaigns.

Administrative

- ADOD oversees the schedule for all development campaigns, including grants deadline calendar, annual fund and special campaigns.

- Manages Patron Manager, the CRM database; oversees the maintenance of data integrity in all donor files and records; manages and tracks contributed revenue; assesses and implements modules that align with Development objectives and can increase organizational efficiency; relays system updates and trains staff on best CRM practices.
- Works closely with all level of volunteers including Board Members, Associate Board, affiliate group members and organization volunteers to cultivate relationships and achieve Development objectives. Manages fellows and interns by providing training, direction, resources, and mentorship in completion of projects.
- Assists the Executive Director and the Board of Directors in day-to-day activities. Maintains all collateral for the Board of Directors including orientation book, rosters, letterhead and supplemental materials. Coordinates all Board meetings and development specific meetings, including notices, email reminders, follow up, catering and IT arrangements and taking minutes.
- Manage donor listing for concert program books, website, and any external collateral.
- Work at and/or attend concerts of the orchestra, other fundraising and special events, organizational meetings and retreats as an ambassador of the organization.
- Perform other duties as assigned by DDO.

Qualifications

Applicants should have a commitment to the arts and an interest in Chicago Sinfonietta's mission. This individual must have fundraising experience in a non-profit, arts environment, excellent proven writing and verbal communication skills.

Strong proficiency in Microsoft Office Suite of products including Outlook, Word, Excel and PowerPoint is required. Experience with fundraising software or CRM system preferred. Experience in Photoshop, InDesign, and Illustrator is a plus.

Experience in and preference for a non-profit, arts environment is required. Ability to work in a team setting and willingness to work a flexible schedule with minimum supervision is also required. Occasional participation in evening and weekend community events is expected. A good sense of humor is how we get through our days. CS needs someone who is ready to jump in right away and help this small but mighty team accomplish its year end goals. The Sinfonietta is a special place to work and we look forward to adding a new member to our team!

A BA degree is required, MA preferred; 3-5 years of fundraising experience is preferred. There is room to grow in this position.

Application Deadline: Position open until hired. Available immediately.

Compensation: Based on experience

Please follow submission directions closely: Please submit cover letter with salary requirements, along with a resume and applicable writing sample to: cperkings@chicagosinfonietta.org. Electronic submissions only. Absolutely no phone calls are accepted. EOE