



Position Title: Director of Development

Reports To: Chief Executive Officer

Location: Chicago, IL

Status: Full-Time, Exempt

Supervises: Development staff

About the Organization:

Since 1987, Chicago Sinfonietta has been a bold and innovative force in classical music, championing equity, diversity, and inclusion through exceptional performances and programs. As a professional orchestra, we are committed to transforming lives through symphonic music while reflecting the dynamic diversity of our city and nation.

Position Summary:

The Director of Development is the senior-most fundraising leader at Chicago Sinfonietta and will design, lead, and implement comprehensive development strategies to significantly grow philanthropic revenue across individual giving, institutional funding (corporate, foundation, and government), and event-based fundraising. Reporting directly to the CEO, this role serves as a key strategic partner and visible ambassador of the organization, cultivating meaningful relationships with donors, funders, and stakeholders.

The Director will oversee a team of development staff, work in collaboration with the marketing team, and build the systems, strategy, and culture of philanthropy needed to support Chicago Sinfonietta's mission and long-term vision. This is a hybrid role with the expectation to work onsite at the Chicago Sinfonietta office on Tuesdays, Wednesdays, and Thursdays. Additionally, the individual in this role will attend various business meetings and events in the Chicagoland area, outside of normal business hours, as part of their fundraising and donor development responsibilities.

Key Responsibilities:

Strategic Leadership & Fundraising Planning

- Develop and oversee integrated, multi-channel fundraising plans that include major gifts, annual giving, grants, sponsorships, and special events. This includes developing the annual contributed revenue and development expense budget as well as metrics to ensure fundraising targets are being met.
- Serve as principal fundraising strategist and advisor to the CEO and Board of Directors.
- Identify short- and long-term revenue goals; monitor progress and pivot strategies as needed.

Individual Giving & Major Donor Stewardship

- Manage a strategic portfolio of individual donors and prospects through prospect research, cultivation, stewardship, and solicitation activities.
- Lead solicitation and stewardship efforts for major gifts (\$10,000+), including proposal development and donor impact reporting.
- Foster meaningful, mission-aligned donor relationships and volunteer engagement opportunities.

Institutional Fundraising (Corporate, Foundation, Government)

- Lead and manage the organization's relationships with institutional funders. Lead the grant writing strategy and oversee grant writing resources.
- Develop proposals, manage reporting calendars, and build long-range partnerships with corporate and foundation partners.
- Work collaboratively with senior leaders and program staff to align proposals with strategic goals.

Special Events & Campaigns

- Provide leadership on event strategy, sponsorship outreach, and event conversion strategies.
- Coordinate with ancillary groups on annual fundraising initiatives and donor engagement events.
- Lead support staff in the execution of special events, ensuring project plans and communications are delivered with high quality and in a timely manner.

Financial and Budget Responsibility

- Develop and manage the Development Department's annual budget in alignment with the organization's strategic and financial goals.
- Monitor fundraising revenue and expense performance, ensuring accurate forecasting and proactive adjustments to meet targets.
- Collaborate with the CEO, COO, and Finance Department to produce timely, accurate financial reports for leadership, the Board of Directors, and funders.
- Partner with programming and marketing teams to align fundraising efforts with programmatic priorities and organizational capacity.

Team Development & Collaboration

- Build and mentor a high-performing development team in a department with a focus on longer-term sustainable processes and practices.
- Collaborate closely with program, finance, and marketing teams to align messaging and impact storytelling.
- Attend and present at Board and committee meetings, providing fundraising strategy and progress updates.

Data & Systems Management

- Implement and oversee donor database best practices, analytics tracking, and CRM reporting.
- Evaluate fundraising campaign metrics and recommend improvements based on data insights.
- Ensure compliance with fundraising ethics, donor confidentiality, and gift processing standards.

Key Competencies & Qualifications

- The successful candidate will possess the following capabilities, attributes, skills, and knowledge.

Capabilities

- Strategic Vision – Ability to craft and execute full-scale development strategies across all donor verticals aligned with organizational goals.
- Entrepreneurial Builder Mindset – Comfortable operating in a developing environment with autonomy and creativity.
- Process & Program Management – Skilled in creating development infrastructures and scalable systems.
- Confident, Charismatic Communicator – Skillfully cultivates donor and funder relationships.

Attributes

- Mission Connection – Deep personal alignment with Chicago Sinfonietta's values of equity, diversity, and innovation in the arts.



- Culturally Intelligent Leader – Navigates diverse communities with empathy, awareness, and authenticity.
- Results-Oriented – Strong personal accountability for revenue growth and high-impact partnerships.

Experience & Skills

- Minimum 7–10 years of progressively responsible experience in fundraising, with expertise in individual giving, major gifts, and institutional development.
- Proven success cultivating and soliciting major donors, grant funders, and corporate sponsors.
- Advanced writing skills, including donor proposals and grant applications.
- Familiarity with CRM systems and donor management platforms (e.g., Salesforce, Spektrix, Tessitura).
- Experience supervising and mentoring development staff.
- Event fundraising experience at a strategic and executional level.

Preferred Knowledge

- Deep knowledge of nonprofit fundraising, particularly in the arts and culture sector.
- Understanding of the local and national philanthropic landscape, particularly equity-centered funders.
- Financial acumen in budgeting, forecasting, and donor trend analysis.

Compensation & Benefits

Salary range for this role is \$90,000-\$110,000 and considered to be commensurate with experience and competitive within the nonprofit arts sector. Benefits include health insurance, paid vacation and holidays, and professional development support.

To Apply

Qualified candidates should submit a résumé and thoughtful cover letter to hr@chicagosinfonietta.org detailing relevant experience and motivation for applying.