



## **DIRECTOR OF DEVELOPMENT JOB DESCRIPTION**

### **WHO WE ARE & WHAT WE CAN ACHIEVE TOGETHER**

The ChiArts Foundation is the philanthropic partner of The Chicago High School for the Arts (ChiArts) and is dedicated to supporting and nurturing arts education opportunities for current, future, and former students of the School. With a goal to raise over \$3 million annually, our work sustains ChiArts' Creative Writing, Dance, Music, Theatre, and Visual Arts conservatories.

We're at a pivotal moment in our growth, and as the Director of Development, you'll play a key role in expanding our donor base through innovative approaches to fundraising, events, and donor relationships. In partnership with the Executive Director and the Director of Strategic Communications and Marketing, the Director of Development will lead the charge in identifying growth opportunities and designing strategies to propel the Foundation's annual fund forward, including but not limited to a yearly cycle of giving through appeals, giving campaigns, sponsorships, grants, and fundraising events.

### **WORKING AT CHIARTS FOUNDATION**

The Director of Development reports to the Executive Director and supervises two part-time positions, including the Database Administrator and the Grants Coordinator. ChiArts Foundation staff work remotely in Chicago, with the potential for a future transition to a hybrid model. The role requires availability for onsite presence at The Chicago High School for the Arts (ChiArts) and other locations in Chicago as required for meetings and events.

The Foundation offers ample opportunities for employees to bring new ideas to the forefront. When you join the ChiArts community, you connect with hundreds of artists and leaders who all share missions of uplifting diversity, equity, and the next generation of leaders. The Foundation and School's partnership provides the Foundation staff with the best of both worlds: a small and mighty remote team where everyone is a thought leader and a School where the possibilities of in-person creative collaboration are endless. As ChiArts approaches its 15th anniversary and the Foundation celebrates its third, staff continue to build off of the brilliant minds that came before them while transitioning the Foundation into its next growth phase. The Foundation team prides itself on adaptability and accessibility, understanding that everyone learns and grows in different ways.

As the Director of Development, you are not just filling a role; you are seizing a unique opportunity to mold the landscape of arts education for a new generation. If you are passionate about the arts and driven to innovate, join us in this exciting journey to nurture talent and shape the narrative of arts education in our community and beyond.



## **RESPONSIBILITIES & GOALS:**

### ***Strategy***

- Develop and execute a dynamic annual fundraising plan that aligns with the Foundation's goals, using innovative methods to broaden the donor base and boost funding.
- Work with the Database Administrator to create strategic Salesforce tools, including reports and dashboards, to effectively monitor and support fundraising efforts.
- Continuously assess fundraising performance and collaborate with the Development Committee and Executive Director to devise strategies to achieve annual goals.
- Partner with the Director of Strategic Communications and Marketing to optimize fundraising messages and campaigns.

### ***Board Support***

- Serve as primary staff liaison to the Development Committee and collaborate with committee chairs to schedule and plan quarterly meetings, and create meeting packets.
- Attend quarterly board meetings and work with Development Committee co-chairs to create and present fundraising and other development reports.
- Provide fundraising reports and projections to support the Finance Committee's understanding of progress toward budgeted goals.
- Support the Executive Director in effective board engagement in fundraising activities.

### ***Management***

- Create and manage the development budget and revenue goals, including individual giving, grants, and events.
- Lead and ensure timely execution of annual gift renewal and online campaigns, focusing on growing the donor base and fundraising totals.
- Establish and oversee fundraising affinity groups and membership programs aligned with our mission.
- Lead, mentor, and develop the fundraising team, including the Database Administrator and Grants Coordinator.

### ***Donor Stewardship and Cultivation***

- Oversee a stewardship plan including but not limited to donor acknowledgment, stewardship reports, events, and call lists.
- Oversee a structured moves management system, assisting the Executive Director and board in major gift and planned giving strategies.
- Ensure the integrity of donor data and the effective use of the donor database for reporting and analysis.
- Partner with the Director of Strategic Communications and Marketing to develop engaging, informative, and inspiring donor collateral.



### ***Corporate & Foundation Support***

- Work with the Executive Director and Grants Coordinator to identify funding opportunities, craft grant proposals, and sustain funder relations.
- Partner with the Finance team to provide appropriate budgets and financials required for grant proposals and reports.
- Ensure all grant requirements and reporting dates are appropriately met.
- Staff the Foundation and School Executive Directors to lead engaging site visits.
- Partner with the Executive Director to identify new opportunities for corporate sponsorships and support.

### ***Events***

- Lead all event fundraising strategies, including sponsorships, donations, ticket sales, etc.
- Engage event chairs and event-related committees in event planning and fundraising activities as their primary point of contact and staff liaison.
- Spearhead planning and production of key donor events, including the annual gala and Fall Salon.
- Develop and maintain relationships with all event vendors.
- Collaborate with the Marketing & Communications team to create content on event-giving pages, pre and post-event social media posts, event collateral, and e-mail communications.

### **WHAT YOU WILL BRING**

- Bachelor's degree in a relevant field or equivalent professional experience.
- Demonstrated success in fundraising, especially in a non-profit arts or educational setting, with a proven ability to develop and implement innovative fundraising strategies that align with organizational goals.
- Excellent verbal and written communication abilities for effective donor engagement and compelling fundraising materials.
- Experience in diverse fundraising areas, including individual giving, grants, sponsorships, and events.
- Proficiency in working with a board of directors and understanding non-profit board dynamics.
- Strong organizational skills for managing multiple projects simultaneously.
- Leadership abilities to guide and develop a team, including part-time staff.
- Creativity and innovation in developing fundraising initiatives and adapting to a dynamic environment.
- Proficiency in using donor databases like Salesforce or RaisersEdge for strategic reporting and decision-making.
- Experience in budget creation and management.
- Familiarity with Microsoft Office and Google Workspace.
- Interest in arts and arts education is preferred.



### **SALARY & BENEFITS**

Offering \$80,000 annually, plus a comprehensive benefits and insurance package including medical, dental, vision, life and AD&D, disability, employee assistance program, flex spending account, and 403(b).

### **EXPECTATIONS ON WORKPLACE EXPERIENCE & EQUAL EMPLOYMENT OPPORTUNITY POLICY**

We encourage applications from all backgrounds, especially those from marginalized communities. At ChiArts Foundation, we value inclusivity and diverse perspectives. If your experience doesn't align perfectly with every qualification, we still encourage you to apply!

ChiArts Foundation is an equal-opportunity employer. In all areas of employment, the Foundation applies this policy in accordance with applicable federal, state, and local laws. ChiArts began as part of a quest for greater diversity among Chicago's arts and cultural institutions, and the Foundation continues that mission by building holistic diversity at all levels, including staff and the board of directors. Our organization embraces and carries into effect the Illinois Human Rights Act and the Chicago Human Rights Ordinance.

### **HOW TO APPLY**

Submit a cover letter and resumé to [jobs@chiartsfoundation.org](mailto:jobs@chiartsfoundation.org), naming files as "Lastname\_Firstname\_Document." Phone calls and traditional mail inquiries are not accepted.

### **VISIT US ONLINE**

For more about our mission and impact, visit [chiartsfoundation.org](http://chiartsfoundation.org) and [chiarts.org](http://chiarts.org).