

Development Manager



Music Institute of Chicago

February 2019

Providing the foundation for a lifelong engagement with music.....

Founded in 1931, the Music Institute of Chicago (MIC) is dedicated to transforming lives through music education. We believe that enjoying and understanding music, and developing the skills to create and perform music, enhance the quality of life and nourish the human spirit. More than entertainment or ambient sound, music is a vehicle for understanding, communicating, and self-improvement, as intrinsic to the human experience as language. Through joyful music learning, listening and playing, MIC students make themselves better, and better able to contribute to the world.

Today, MIC is one of the oldest and most respected community music schools in the country, and its reach extends to more than 7,500 students annually. With a world-renowned faculty who recognize the potential in their students, MIC serves people of all ages and abilities at campuses located in Chicago, Downers Grove, Evanston, Lake Forest, Lincolnshire and Winnetka. MIC students come from Chicago neighborhoods and dozens of other communities across Illinois and the Midwest. Four program areas combine to serve a diverse and widespread community:

The Community Music School annually provides music instruction to approximately 2,500 students of all ages, abilities and levels of experience. Curriculum includes private instruction, musicianship (music theory), chamber music and other ensemble opportunities.

The Academy is an elite training center for a select number of highly gifted pre-collegiate string players and pianists. The program offers private lessons, chamber music, chamber orchestra, music theory and literature classes, weekly master classes and extensive performance opportunities.

Arts Link is a collection of programs which provide private music instruction, artist residencies, professional development for teachers, community performances and music education scholarships to schools and community-based organizations in Chicago and other low-income neighborhoods.

Nichols Concert Hall presents scores of musical performances, master classes and lectures by world-class guest artists, MIC artists-in-residence, faculty and students. Most events are offered free to the community.

Because of the superior experience and qualifications of its faculty, MIC can boast that its private instruction through the Community Music School is the best in the Midwest. As the most prominent institution in the Chicago metropolitan area that offers training for future professional musicians from around the world through its Academy, MIC truly is a world-class institution. As for its commitment to outreach and access through the Arts Link program, MIC brings classroom music education experiences, professional development opportunities and outstanding performances to thousands of Chicago Public School students and their teachers, and has done so successfully since 1996.

Development Manager

The Development Manager will be primarily responsible for all data and gift entry, working closely and collaboratively with the Vice President of Institutional Advancement to coordinate all development operations, and with the Finance Department. Additional responsibilities include managing solicitation cycles, generating reports, and managing all prospect strategy efforts.

Specific duties and responsibilities include:

1. Manage all aspects of the Raiser's Edge NXT database, including daily gift transactions, regular and custom queries and reports, list maintenance, acknowledgements, institutional data entry, and other essential database functions.
2. Manage annual appeal cycles, strategies, and renewals, working closely with the Associate Director of Development.
3. Manage prospect moves management system through Raiser's Edge, and all relevant data entry and reporting, working closely with the Vice President of Institutional Advancement.
4. Assist with planning and on-site support for activities and events related to fundraising and donor cultivation.
5. Track progress and goals on behalf of Institutional Advancement, working closely with Finance on monthly reconciliation and with the Vice President of Institutional Advancement noting giving trends and projections.
6. Work with the Office of the President, Enrollment, Finance, and Marketing and Communications teams on various data-centric projects. Perform other development and administrative duties, including filing, as assigned by the Vice President of Institutional Advancement.

Ideal Candidate Profile

The successful candidate will be a highly organized self-starter who maintains a high standard of work, sound business judgment, and can interact effectively with colleagues in various departments. The Development Manager must have significant experience managing essential database functions, including gift transactions, reports, and acknowledgements using Raiser's Edge NXT.

Required Qualifications

- Strong proficiency with Blackbaud's Raiser's Edge software platform
- Bachelor's Degree or the equivalent combination of training and experience.
- 3-5 years data management/administrative experience, or other relevant business experience.
- Excellent computer and data base management skills, including strong proficiency with Blackbaud's Raiser's Edge software platform.
- Proficiency with Microsoft Office Suite.

Required Competencies

- Demonstrated excellence in organizational skills and attention to detail.
- Excellent time management skills, with the ability to help drive projects to completion in a timely manner.
- Ability to prioritize and execute multiple projects under demanding deadlines.
- Ability to work independently in a deadline-oriented team environment.

- Ability to communicate tactfully and patiently with both internal and external constituents.
- Dexterity to operate computer equipment.

Additionally, we seek an individual who offers

- Ability to work nights and weekends as needed.
- Flexible and adaptable style.
- Positive spirit and energy.
- A good sense of humor.

To Apply

We welcome candidate inquiries and referrals. Please send your correspondence to the Human Resources Manager at hr@musicinst.org. Candidates must send cover letter, resume and salary history. Salary and benefits are market competitive and offered commensurate with experience and education.

It is the policy of the Music Institute of Chicago to provide Equal Employment Opportunity to people in all aspects of employer/employee relations without discrimination because of race, color, religion, creed, gender, sexual orientation, parental status, national origin, citizenship, ancestry, marital status, military discharge status, source of income, housing status, age or disability. This policy affects decisions regarding hiring, compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer and other privileges of employment.