



CORPORATE GIVING COORDINATOR

Position Description

The Music Institute of Chicago seeks a Corporate Giving Coordinator to champion its mission to provide high-quality music education, world-class music performances, and countless moments of inspiration to thousands across the Chicago region each year.

Reporting to the Senior Director of Development, the Corporate Giving Coordinator will support the organization's comprehensive efforts to build strong philanthropic relationships with the business community, inclusive of annual corporate membership and event sponsorship, multi-year major sponsorship, matching gifts, and in-kind support. The Corporate Giving Coordinator will work collaboratively with the development team and across departments to develop compelling and innovative engagement opportunities for the business community and execute cultivation and solicitation strategies in alignment with MIC's mission and core priorities.

This is a growth opportunity for an early- to mid-career professional looking to develop their front-line fundraising skills and excited by the prospect of working in a supportive environment to build a robust corporate giving platform. The successful candidate will be self-motivated, entrepreneurial, an innovative problem-solver, and an excellent verbal communicator with strengths in working collaboratively to achieve goals and ensure an exceptional donor experience.

Essential duties and responsibilities

1. Support all aspects of the corporate fundraising cycle from research, identification, and qualification of new prospects to proposal development, meeting scheduling and preparation, solicitation, and stewardship.
2. In accordance with IRS guidelines, oversee sponsorship and membership fulfillment, inclusive of event invitations, distribution of tickets, donor recognition, and activation of employee and client engagement benefits.
3. Ensure positive relations with external supporters and stakeholders through timely acknowledgements, regular communication, special invitations, meetings, and reports.
4. Maintain corporate donor files and records, including accurately tracking proposals, contributions, and related actions in Raiser's Edge. Maintain concise and accurate moves management reports to be shared with the Senior Management Team and External Affairs Committee.
5. Stay abreast of trends in corporate philanthropy, including strategies to leverage social media and digital fundraising, and actively communicate with colleagues across departments to identify funding needs, bolster cases for support, and capture impact stories and supporting data.
6. Maintain all corporate relations content on the MIC website.
7. Serve as a department representative at MIC concerts and events, including the Annual Gala, and as a liaison for MIC and its funding priorities to external constituencies.

Ideal Candidate Profile

The successful candidate will be self-motivated, entrepreneurial, an innovative problem-solver, and an excellent verbal communicator with strengths in working collaboratively to achieve goals and ensure an exceptional donor experience. They will have a positive spirit and energy, a good sense of humor, and a flexible/adaptable working style.

Preferred Qualifications

- Bachelor's degree (or equivalent work experience) in arts, business development, or nonprofit administration
- Master's degree in related field desirable
- Minimum of 2 years' professional experience in a development department or related field
- Experience working with Raiser's Edge or similar customer relationship management (CRM) software
- Proficiency with Microsoft Office and Adobe Creative Suite, or similar programs
- Knowledge of Chicago's philanthropic and business landscape
- Ability to work after hours and weekends *on occasion*
- Interest in music and/or experience working in an academic setting

Core Competencies and Other Desirable Traits

- Excellent written and verbal communication skills, and the ability to present information clearly and attractively a must
- Strong capacity for listening and extracting information from others
- Customer service mindset with an ability to foster strong relationships
- Solid organizational skills, with the ability to multi-task and a keen eye for detail
- Exceptional project management skills with experience working both independently and collaboratively
- Demonstrated ability meet deadlines and goals while navigating a complex and entrepreneurial work environment
- Solid work ethic, with a high level of integrity and accountability
- Self-motivated and driven to take initiative

To Apply

Applicants should submit a cover letter including salary requirements, a resume/CV, and a writing sample. Please send all correspondence to Lisa Brown, Senior Director of Development (lbrown@musicinst.org). MIC welcomes candidate inquiries and referrals.

The Music Institute of Chicago has a casual yet professional work environment and is conveniently headquartered in downtown Evanston, close to public transportation – CTA, Metra, and PACE. Salary and benefits are offered commensurate with experience.

About the Music Institute of Chicago

For 90 years, the Music Institute of Chicago (MIC) has been transforming lives through quality, accessible music education. As one of the largest and most respected community music schools in the nation, we are dedicated to sharing our love of music with the next generation and to cultivating musical ability and appreciation in people of all levels, backgrounds, and interests.

MIC harnesses the power of music to educate and inspire through its Community Music School, which provides comprehensive private and group music education to 2,000+ children and adults annually; the Academy, a nationally recognized training center for pre-college pianists and string players; Nichols Concert Hall, a state-of-the-art 550-seat performance space hosting 15,000 individuals annually for workshops and master classes, and performances; and community engagement programs and Music as Service, which create equitable access to music education for under-resourced communities.

Music Institute of Chicago
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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, religious 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.