

Position Title Senior Director of Development		Manager's Position (Reports to) President and CEO	
Department Development	Location Sherman		Date Last Updated August 28, 2020
Full or Part Time FT	Exempt/Non-Exempt E		Staff or Faculty Staff
Main Responsibilities The Senior Director of Development leads donor cultivation and stewardship efforts, managing individual, corporate and foundation giving programs, including major gifts. The position plays an instrumental role in developing fund raising strategy and tactics, and tracks the institution's progress toward annual and multi-year fundraising goals. The Senior Director of Development supervises two full-time employees and two part-time employees, is a member of the institution's leadership team, and works cooperatively with the Board of Trustees.			
Task Description			Time Component (In %)
In collaboration with the President and CEO, develop a strategy of processes and tactics that when executed achieve the goal of meeting or exceeding annual fund raising targets.			15%
Lead efforts to build and sustain membership in the Patron Society, the Music Institute's premiere cohort of mid-range donors.			15%
Lead fundraising efforts around key events, including the annual gala, special events and receptions. Work may include some evenings and weekends.			15%
Manage a series of annual giving campaigns which cultivate and solicit multiple constituent segments, including MIC families, alumni, and others with an affinity for music and/or the institution.			10%
Manage fundraising efforts with corporate, foundation, and governmental entities.			10%
Support the President, Senior Leadership Team, and Trustees in their cultivation of prospective Trustees and other prospective supporters of the institution.			10%
Develop and execute best practices in prospect management and stewardship of donors and donations.			10%
Manage communications and staff support for the Board of Trustees, Executive and External Affairs Committees, especially in regards to the cultivation and solicitation of major gifts.			5%
Manage the development of a planned giving program.			5%
Along with the CFO, manage Development expense and revenue budgets.			5%

Qualifications

- BA degree is required.
- Seven or more years of progressive fundraising experience with direct experience managing major, individual, and/or corporate giving initiatives and donor societies.
- Knowledge of Chicago’s philanthropic community and wide-ranging fundraising strategies with a demonstrated track record of achieving financial goals and building donor relationships.
- Experience managing or supporting special fundraising events.
- Strong manager who is a creative problem solver and comfortable collaborating and interacting with people at all levels both internally and externally.

Competencies

- High level of integrity for accountability, timeliness, reporting, and accuracy.
- Experience with MS Word, Excel, PowerPoint, and Raiser’s Edge (NXT) software required.
- Excellent writing and oral presentation skills
- Capable of managing multiple projects while working with a variety of constituents.

Other Desirable Qualities

- 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 should send cover letter, resume and salary history. Salary and benefits are market competitive and offered commensurate with experience.

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