



Position Announcement: **Development Director**

Midwest Young Artists Conservatory (MYAC) is seeking a highly creative and organized Development Director to lead fundraising strategies and initiatives, working closely with the Board and staff to achieve the organization's fundraising objectives and ensure that day-to-day fundraising activities are completed. The MYAC Center is located in Highwood, IL, and is a short walk from the Fort Sheridan Metra UP-N line station. Within the next three years, we plan to do a capital campaign to build a performance hall to replace the event tent which we used during the pandemic.

This position is ideal for an experienced development professional who is passionate about youth and music. The development team includes an active board of directors, development assistant and grant writer.

Responsibilities

- Develop annual fundraising plan and timeline to meet target goals by source (sponsorships, grants, individual donations, and events).
- Design a capital campaign plan for a new performance hall and work that plan.
- Research and identify new and expanded funding sources and opportunities including new individual donors, sponsors and grantors.
- Interface with Board and Board Development Committee on achieving yearly development goals.
- Cultivate, solicit and steward donors, including meetings and written communications with current and potential donors.
- Evaluate current fundraising appeals and then design and implement annual partner/sponsor and donor campaigns and follow-up to ensure delivery of benefits promised.
- Maintain shared google Development calendar and project management tools to ensure deadlines are met.
- Maintenance of Salesforce database of existing and prospective donors and funders with gift tracking and reporting.
- Work with our graphic designer to create impactful print and electronic communications.
- Design and direct sponsor and donor recognition and appreciation programs and events, following through to ensure delivery of benefits promised.

Qualifications

- Significant background in nonprofit fundraising
- Successful experience working with foundations, corporations, individual donors and government funders.
- Proven ability to initiate, foster and grow relationships with individuals and organizations.

- Ability to envision, plan and execute activities which will further the mission of the organization.
- Record of recruiting, engaging and appreciating volunteers and staff.
- Excellent time-management skills, with the ability to prioritize and manage competing deadlines.
- Entrepreneurial self-starter.
- Excellent written communication skills.
- Good listener.
- Thoughtful, creative problem solver.
- Excellent interpersonal skills; adept at working collaboratively with staff, board members, donors, and volunteers.
- Strong proficiency with Microsoft Office required.

Other Requirements

- Flexible time required for evening/weekend meetings and special events.
- Must have a valid driver's license, reliable transportation, and ability to travel locally.

Application Process

- Send cover letter and resume to: Karen Dennis, Administrative Director via email: karendennis@mya.org
- Application deadline: We will review applications until position is filled.

Additional Information

- Salary: Commensurate with experience. Competitive benefits package with health insurance, life insurance, retirement and paid time off.
- Hours: Full-time, exempt position
- Start Date: ASAP
- Reports to: Administrative Director and President (*on capital campaign*)

About Midwest Young Artists Conservatory (mya.org)

Midwest Young Artists Conservatory (MYAC) is one of the premier pre-collegiate music ensemble programs in the nation. MYAC provides orchestral, jazz, choral, and chamber music ensembles of the highest quality for over 900 students from throughout Chicagoland and beyond. Additional programs include childhood music classes, summer camps, concerto and chamber music competitions, instrument festivals, master classes, and more.

MYAC's world-class faculty supports students of all ages, abilities, and backgrounds, in a challenging yet nurturing atmosphere. MYAC is dedicated to ensuring that each student reaches his or her highest potential as both an artist and an individual.