



Champaign-Urbana Symphony Orchestra

DEVELOPMENT AND COMMUNITY ENGAGEMENT DIRECTOR

JOB TITLE: Development and Community Engagement Director
REPORTS TO: Executive Director
SUPERVISES: N/A
JOB CLASSIFICATION: Part Time, 30 hours per week

JOB SUMMARY

The Development and Community Engagement Director is responsible for managing the fundraising, development, and community engagement programs of the Champaign-Urbana Symphony Orchestra, a nonprofit 501(c)(3) organization. This staff member works collaboratively with the Executive Director to cultivate and obtain community support from businesses and individuals through sponsorships, donation campaigns, major gift calls, planned giving, fundraising events, and public engagement. Candidates should have three or more years of nonprofit development experience and ideally be an enthusiastic supporter of music and the arts.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Development Program Planning

- Work with Executive Director to write the annual development plan and fundraising goals
- Identify specific fundraising strategies to increase community support from businesses and individuals
- Collaborate and assist in developing marketing communications plan and materials for fundraising
- Supervise donor database management
- Track and report fundraising program results

Business Sponsorships

- Work with current business sponsors to manage sponsorship benefits and promote increased engagement
- Identify new businesses and organizations and solicit sponsorships and in-kind donations
- Prepare informational materials to promote sponsorships and benefits
- Actively correspond with sponsors and prospects through personal visits, phone calls, emails, and mailings

Individual Giving

- Donation Appeals: generate targeted mailing lists and help produce materials for direct mail appeals
- Assist in the messaging, design, and delivery of electronic donation appeals for email, Facebook and Instagram
- Write donor acknowledgement letters for Office Administrator to generate from database
- Major Gifts: meet and cultivate relationships with current major donors
- Identify prospective donors of major gifts and plans for cultivation and gift solicitation
- Assist in preparation of planned giving information

Donor Relations

- Plan ongoing activities/standards for donor recognition and appreciation
- Actively correspond with donors through direct contact via phone, email, written cards and letters
- Assist in the design and preparation of electronic and print “thank you” messages to donors
- Generate donor recognition lists for publication on CUSO website and in concert programs

Special Events and Fundraisers

- Assist in planning and conducting fundraising events in collaboration with volunteer committee
- Plan and arrange donor cultivation events
- Provide support for CUSO Guild events

Community Engagement

- Raise community involvement of CUSO through memberships in chamber of commerce and local arts organizations
- Arrange opportunities to make presentations to local Rotary Clubs and service organizations
- Assist in developing mutually beneficial partnerships with schools, park districts, cities, organizations
- Attend all CUSO concerts and staff patron welcome table at Krannert Center
- Assist CUSO staff with special concerts and community events

QUALIFICATIONS

- Bachelor’s degree and three or more years of nonprofit development experience
- Proven organizational, leadership and fundraising management capabilities
- Excellent writing, public speaking, presentation and interpersonal communication skills
- Computer proficiency in Microsoft Word, Excel and PowerPoint
- Experience with donor database software and reports
- Social media skills: experience posting photos and content on Facebook, Instagram, Twitter

SCHEDULE AND COMPENSATION

- This is a 3/4 time position, requiring the equivalent of 30 hours per work week
- All hours worked will be fully compensated
- The position will require a weekly work schedule in the CUSO office and an active appointment calendar
- The work schedule will include some time on evenings and weekends as needed for concerts and events
- The work schedule will be determined by program needs, in consultation with the Executive Director
- The possibility for working some office hours remotely may be considered by CUSO
- The position earns paid time-off for holidays, vacation, and sick days

Pay: \$28.00 - \$30.00 hourly, \$43,680.00 - \$46,800.00 per year

To apply, please send a cover letter and resume to Gerri Kirchner, Executive Director, by email: music@cusymphony.org Applications must be received by 5:00 p.m. on Friday, August 12.