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## Champaign-Urbana Symphony Orchestra

### DEVELOPMENT DIRECTOR

**JOB TITLE:** Development Director  
**REPORTS TO:** Executive Director  
**SUPERVISES:** N/A  
**JOB CLASSIFICATION:** Full Time, exempt

#### JOB SUMMARY

The Development Director is responsible for managing the fundraising, development, and community engagement programs of the Champaign-Urbana Symphony Orchestra, a nonprofit 501(c)(3) organization. The Development Director 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 fundraising 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 develop plans for cultivation and gift solicitation. Assist in preparation of planned giving information.

**Donor Relations**

Plan ongoing activities and identify 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.

**Special Events and Fundraisers**

Assist in planning and conducting fundraising events in collaboration with volunteers.  
Plan and arrange donor cultivation events.  
Provide support for CUSO Guild events.

**Community Engagement**

Assist in public relations plans and activities to increase the visibility of CUSO in the community.  
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 the 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 required, WordPress skills a plus
- Experience with donor database software, reports, and information analysis
- Experience with social media a plus; posting photos and content on Facebook, Instagram, Twitter
- Grant writing experience a plus

**SCHEDULE AND COMPENSATION**

This is a full-time position, requiring some work during evenings and weekends as needed for concerts and events. The position will require a weekly work schedule in the CUSO office and an active appointment calendar. The Development Director’s work schedule will be determined by program needs, in consultation with the Executive Director. CUSO may consider the possibility for allowing some remote work hours. CUSO provides ten paid holidays per year and generous paid time- off benefits. Health care benefits are provided via an Individual Coverage Health Reimbursement Account (ICHRA). The salary range is \$60,000 - \$63,000, depending on the candidate’s qualifications.