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## Champaign-Urbana Symphony Orchestra

### DEVELOPMENT DIRECTOR

**JOB TITLE:** Development Director  
**REPORTS TO:** Executive Director

#### **JOB SUMMARY**

The Champaign-Urbana Symphony Orchestra seeks a dynamic and outgoing individual to lead the orchestra's fundraising effort. The Development Director is responsible for managing the fundraising, development, and community engagement programs of the Champaign-Urbana Symphony Orchestra (CUSO), a nonprofit 501(c)(3) organization. The Development Director will play a vital role in building a vibrant network of community support for CUSO, which is celebrating 65 years of bringing music to Champaign-Urbana. 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. The job is being offered as a full-time position with a flexible schedule of office/remote work. Qualified candidates who prefer a part-time job may apply and will be considered.

#### **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 engage sponsors and prospects through personal visits, phone calls, emails, and mailings.

##### Individual Giving

- Generate targeted mailing lists and develop effective fundraising appeals for direct mail and email.
- Write donor acknowledgement letters for Office Administrator to generate from database.
- Major Gifts: cultivate relationships with current donors and solicit major annual gifts and planned gifts.
- Identify prospective donors of major gifts and develop plans for cultivation and gift solicitation.

### Donor Relations

Plan ongoing activities and identify standards for donor recognition and appreciation.  
Actively correspond with donors through personal contact by phone, email, cards, and letters.  
Assist in the design and preparation of electronic and print “thank you” messages to donors.  
Manage CUSO’s public donor recognition programs.

### 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.  
Prepare and deliver presentations to local Rotary Clubs and community 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, community events and Guild programs.

### 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 posting (Facebook, Instagram, Twitter) a plus
- Grant writing experience a plus

### SCHEDULE AND COMPENSATION

The full-time position offers a flexible office/remote work schedule and requires some work during evenings and weekends as needed for concerts and events. Qualified candidates who prefer a part-time job may apply and will be considered. The Development Director’s work schedule will be arranged in consultation with the Executive Director and will require some hours in the CUSO office and an active appointment calendar. The schedule will allow some remote work. CUSO provides ten paid holidays per year and 15 days of paid time-off. Health care benefits are provided via an Individual Coverage Health Reimbursement Account (ICHRA). The full-time salary range is \$60,000 - \$63,000, depending on the candidate’s qualifications.

### TO APPLY

For information about the Champaign-Urbana Symphony Orchestra and the complete job description, visit our website at [www.cusymphony.org](http://www.cusymphony.org). To apply for the position, you must submit a resume and a cover letter directly to CUSO Executive Director, Gerri Kirchner, by email to [music@cusymphony.org](mailto:music@cusymphony.org).

**The deadline for applications is August 23, 2024.**