



Events and Fundraising Coordinator

Position

Chicago Youth Symphony Orchestras (CYSO) announces an immediate opening for a full-time Events and Fundraising Coordinator.

Organization

CYSO's mission is to inspire and cultivate personal excellence through music. We offer a continuum of programs that serve young musicians 6-18 years old through on-site ensembles, neighborhood programming, and concerts serving Chicago Public Schools students and the wider Chicagoland community. Each season, we serve 800 young musicians in weekly rehearsals and another 8,500 students and families through community programming.

CYSO is investing in the future of music and the next generation of leaders. As an organization, we foster a culture of excellence and professionalism among staff. Our team values compassion, collaboration, and an on-going desire to continue to learn as individuals and as an organization. The CYSO staff is passionate about music, young people, education, and equity.

Description

CYSO is searching for an outgoing, friendly, and detail-oriented individual to fill the Events and Fundraising Coordinator position. This person will report to the Development Manager, and works cross-collaboratively with the Operations and Marketing departments. The position's primary responsibility is overseeing, planning, and executing of the CYSO Gala, our largest fundraising event of the year. This position will also provide assistance in planning all other donor-stewardship events and annual fund campaigns throughout the year.

Job Duties

Assist in planning CYSO's annual Gala (55% of time)

- Assist in managing Gala peer-to-peer fundraisers
- Launch and manage Raffle Ticket fundraiser as part of CYSO gala
- Coordinate with various vendors and venue for Gala (Auctioneer, video production, etc.)
- Plan Gala Kickoff Party
- Coordinate production schedule for night of Gala in collaboration with Development team
- Assist in post-event reporting and stewardship
- Liaise between Development and Operations to ensure smooth performance and night of experience for guests and students
- Collaborate with Development and Marketing teams to create all Gala branding and theming

Manage, plan, and assist any special, events, projects, or initiatives (20% of time)

- Lead various Development events unrelated to Gala (i.e. Beer Benefit, donor dinners, etc.)
- Interface with and coordinate any special performances that may come up throughout the year
- Assist with any special fundraising initiatives (i.e. capital campaigns, tour sponsorship, etc.)
- Oversee partnerships with service/hospitality industry vendors
- Plan and produce masterclass series
- Plan Intermission reception for every OH concert and Saturday concerts
- Plan any board social events

Assist in general development tasks (15% of time)

- Assist in creating overall fundraising plan for FY
- Assist in any board interfacing as needed
- Assist as needed in overall data management in Salesforce
- Maintain relationships with donors and partners like MobileCause

Alumni engagement (5% of time)

- Main point of contact for all alumni
- Manage and oversee any alumni relations as needs arise
- Plan any alumni engagement activities



Assist in marketing tasks (5% of time)

- Assist in social media, video editing, and email marketing as needed

Qualifications

- 2+ years of development, customer service, or event planning experience required
- Superior written, verbal, and interpersonal skills
- Customer service oriented, and will possess superb people skills including the desire and ability to work well with diverse constituencies
- Knowledge of the hospitality and service industry
- Manage numerous tasks and projects while maintaining a calm, positive attitude and a sense of humor
- Ability and willingness to work irregular hours including evenings and weekends to attend meetings, concerts, and events beyond the framework of the normal working schedule
- Computer proficiency with all Microsoft Office applications is a must
- Database proficiency (CYSO uses PatronManager on the Salesforce platform)

Requirements

- A BA/BS degree or applicable experience required
- Coursework in arts administration or arts education is a plus
- Knowledge of music is helpful
- Demonstrated experience in event planning is a plus, but not a requirement
- Lifting and moving of equipment (up to 50 lbs)

Schedule

Availability to work: This is a Monday – Friday position 9:00 AM - 5:00 PM, with occasional weeknight and weekends for events and concerts. Hybrid remote/in-office opportunities available.

Compensation & Benefits

Salary range - \$42,000 - \$46,000/year, based on experience

Full time benefits include:

- Health/dental insurance 80% covered;
- Life/STD/LTD insurance;
- 403(b)(7) pension savings plan with employer contribution up to 5% match after one year;
- 10 vacation, 10 PTO, plus 14 holiday days off per year.

Application Process

Please send a letter of intent and résumé with three references via email to: Bridget Duffy, Development Manager, at bduffy@cyso.org. Please list “CYSO Events and Fundraising Coordinator” in the email subject line.

Selection Process

Applications will be accepted on a rolling basis until the position is filled. Applications will be paper-screened and those exhibiting superior qualifications will be invited to an in person or video interview.

Chicago Youth Symphony Orchestras' dedication to equity, diversity, and inclusion (EDI) is inseparable from our commitment to musical excellence. We value the unique role and contribution of every member of our team and recognize the importance of a staff that reflects the experience and background of our students in order to equip them to excel as the next generation of leaders. CYSO staff regularly participate in antiracism, anti-bias, and other EDI training and actively seek candidates for all roles who are equipped and committed to furthering this work.

CYSO is an equal opportunity employer.