



DEVELOPMENT MANAGER

Chicago Youth Symphony Orchestras (CYSO) announces an immediate opening for full-time Development Manager.

ORGANIZATION

CYSO's mission is to inspire and cultivate personal excellence through music. As one of the country's leading youth orchestras 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 entire Chicagoland community. Each season, we serve 800 young musicians in weekly rehearsals and multiple performances at a variety of area venues including Symphony Center, and an additional 8,500 students and families through community programming. Bi-annually, CYSO students perform in a multi-city, international tour.

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 our staff. Our team values compassion, collaboration, and an on-going desire to continue to learn as individuals and as an organization. We are passionate about music, young people, education, and equity.

DUTIES & RESPONSIBILITIES

The position of Development Manager is responsible for supporting the Executive Director with the establishment and growth of CYSO relationships with individuals, foundations, corporations, and government funders who have a natural connection to CYSO, and with those who are cultivated for their interest in supporting arts and education for youth in general. Specific duties and responsibilities include, but are not limited to:

- With the CYSO Executive Director, Board Development Committee Chair, Grant Writer, and Development Coordinators, set the CYSO development budget and income goals.
- Work collaboratively with all staff and meet regularly to set goals, prioritize activity, identify problems, and develop solutions.
- Maintain active awareness of departmental budget; monitor different income streams from all contributed sources regarding expectations, goals, and achievement. Monitor and meet development income goals for contributed giving.
- Research ideas and strategy for securing donations from individual, corporate, foundation, and government sources and work with Development Coordinator, Individual Giving and Grant Writer to implement these strategies
- Oversee Individual Annual Campaign and with Development Coordinator, Individual Giving, create plans for solicitations, thank you notes, phone-a-thons, and email campaigns.
- With Development Coordinator, Individual Giving, ensure accuracy of donor records using PatronManager (a Salesforce database).
- Engage and steward individual donors through multiple touchpoints including events, communications, and other donor benefits.
- Work with Executive Director to identify and solicit major donors for multi-year gifts, named gifts, and Endowment gifts.
- Serve as liaison with Board of Directors and Board of Trustees, oversee Development Coordinator in scheduling of meetings for full Board, committees, and Board meeting minutes.
- Provide support for other Board activities, events, meetings, and concerts.
- Oversee annual gala, working with the Events & Fundraising Coordinator to develop plans for and solicit event chairs, sponsorships, host committee members, and table and ticket purchasers. Provide logistical and planning support, as needed.

- With Events & Fundraising Coordinator, plan for and support other special events including CYSO performances, receptions, and donor cultivation events.
- Work with Grant Writer to develop plans for raising funds through foundation, government, and corporate grants. Maintain relationships with current institutional funders and help to develop relationships with new prospects.
- Work with Director of Marketing to develop Annual Reports and other fundraising communications and materials, as needed.
- Maintain awareness of current trends in fundraising and philanthropy.

QUALIFICATIONS & SKILLS

Experience: 2+ years of development experience required, with annual giving and/or CRM database experience strongly preferred. Superior written, verbal, and interpersonal skills are essential. Computer proficiency with all Microsoft Office applications is a must, as well as database proficiency (CYSO uses PatronManager on the Salesforce platform).

Education: A BA/BS is required. Coursework in arts administration or arts education is a plus. Knowledge of music is helpful. Demonstrated experience in non-profit finance is a plus, but not a requirement.

The ideal candidate for this position will pay close attention to detail, be organized, and deadline driven. They will be customer service oriented and will possess superb people skills including the desire and ability to work well with diverse constituencies. The successful candidate will be able to manage numerous tasks and projects while maintaining a calm, positive attitude and a sense of humor.

Other: 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.

COMPENSATION & BENEFITS

CYSO offers a competitive salary and excellent, comprehensive benefits including health insurance and retirement savings, as well the option for a hybrid in-office 3 days per week/remote 2 days per week option.

- \$55,000 – 65,000 salary range DOE, 40 hours per week;
- Health/dental insurance, ~80% coverage;
- Life/STD/LTD insurance, employer paid;
- 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. Vacation time increases with tenure;
- Collegial work environment.

APPLICATION PROCESS

To apply, please visit [cyso.org/apply](https://www.cyso.org/apply) to submit your cover letter and resume. No phone calls please. Applications will be accepted until the position is filled.

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 artistic and administrative roles who are equipped and committed to furthering this work.

CYSO is an equal opportunity employer.