

CHICAGO HIGH SCHOOL FOR THE ARTS

DIRECTOR OF DEVELOPMENT

Position Description

The Organization

Founded in 2009, Chicago High School for the Arts (ChiArts) is a Renaissance 2010 Contract School and Chicago's first public arts high school. ChiArts provides college-preparatory, pre-professional arts training in dance, music, theater and the visual arts to approximately 600 students from all 50 wards of Chicago.

Chicago Public Schools (CPS) funds cover the academic costs of the program and CPS provides the building, but the arts program and any not strictly academic items are dependent on private funding; approximately \$2.5 million annually. The founders of the school and the current Board have been the primary fund raisers to date but, now that the school is fully operational, it is clear that a full-time Director of Development is needed to help shape and drive the fund-raising efforts.

The Position

Reporting to the Executive & Artistic Director, and working very closely with the Board of Directors, the Director of Development is responsible for developing and managing a comprehensive fund development program with a goal of raising \$2.5 million annually. The Director of Development is assisted by the Development & Special Events Coordinator.

Responsibilities include:

Philanthropic grants

- Researches and initiates contact with potential grant funding organizations.
- Develops and edits grant proposals.
- Develops and maintains ongoing relationships with grantors.
- Ensures that all grant requirements and reporting dates are appropriately met.
- Involves appropriate staff and Board in grant solicitation and appreciation efforts.

Individual donors

- Researches and identifies potential major donors; involves appropriate Board or staff in solicitation of major gifts.
- Provides Board and/or staff members with appropriate materials and messaging for gift solicitation (accompanying them when appropriate).
- Ensures that the data base is up-to-date and that it provides the development staff and the Board with accurate, timely information as needed.
- Ensures a system that acknowledges gifts promptly and provides follow-up alerts.
- Establishes an annual giving program.

Events and site visits

- Works with the Development & Special Events Coordinator and the Board, as appropriate, to plan and manage cultivation and fund-raising events
- Works with the Executive & Arts Director and his staff to organize tours of, and talks about ChiArts for potential donors.

Ideal experience

- Has successfully raised significant funds from the Chicago philanthropic community; has a record of establishing good relationships with funders.
- Has worked successfully with Board members who actively participate in fundraising activities.
- Direct experience in successful interaction with diverse, multi-cultural populations.
- Direct experience in successful fundraising for arts organizations is preferred; additional experience in an educational institution would be a plus.
- Has worked as the sole professional fund-raiser or with a very small staff in a larger organization.

Ideal personal characteristics

- Hard worker with an upbeat can-do attitude; a self-starter willing to pitch in to get things done.
- Has natural team leadership skills; can encourage and inspire others to accomplish goals.
- Welcoming and at ease with everyone, regardless of age, ethnicity or wealth status; not only embraces diversity but sees it as an asset.
- Has a passion for the mission of providing excellent art and educational opportunities to students who might otherwise be at risk youth.