

**Position: Director/Associate Director, Development**

Reports to: Executive Director

Organization Overview:

[The People's Music School](#) is a 43-year old institution that has brought the transformative benefits of music to over 10,000 lives across Chicago. Our model is completely tuition-free. We serve students age 5-18 who otherwise would not be able to afford music education. Since music education has benefits that extend far beyond the artistic benefits, we view ourselves as an institution building future leaders. We build cognitive, academic, and social-emotional skills through an intense and rigorous curriculum. Our students learn with us for up to 12 hours per week and their families fulfill a significant service requirement. In the last four years, the school has grown 3x to serve 850 students each year, maintained quality programs, and benefited from the amazing strength of its community. Our results have recently been showcased in the [Chicago Tribune](#), [Billboard Magazine](#), and more. There's no place like People's!

Director/Associate Director, Development

The Director/Associate Director, Development will be a leader internally to our team and externally to our philanthropic stakeholders, and will drive all aspects of fundraising and revenue generation. This will be a critical role as the organization tackles its vision of serving 1,000 students by 2020. The primary responsibilities include developing and managing the school's fundraising strategies, and setting direction for marketing and events. The Director/Associate Director will work closely with the leadership team (President, Executive Director and Board), collaborate closely with the program team, and manage 2-3 development team members. The role will require a unique balance of strategic and analytical mindset, and the soft skills to engage our multiple and diverse stakeholders.

Scope/Responsibilities:

- Reach jointly-developed revenue targets year over year (current strategy targets serving 1,000 students per year by 2020)
- Achieve revenue-supporting objectives measured by increased network of donors and quality engagement for every constituent (ex: # prospects, # donors, # subscribers, # event attendees, % retention, # stewardship touchpoints)
- Cultivate donor relationships, with a particular focus on major gifts, corporations and annual fund donors. This will require direct cultivation as well as facilitation of stewardship activities led by the President, Executive Director and Board.
- Engage the Board in fundraising by preparing for and attending quarterly Board meetings, working collaboratively with the Development Committee to target Board fundraising goals, formulate execution plans, and provide tools to Board members that enable cultivation of their networks
- Oversee grants calendar and relationships with institutional funders

- Oversee event strategy, including advance planning and execution of each event (e.g. "Big Night" gala), with dual goals of increasing revenue and ensuring quality engagement of all constituents
- Design and execute marketing and communications strategy (e.g. website, social media, newsletters, public relations)
- Guide our recently re-launched Associate Board, providing strategic direction and support as necessary
- Develop annual revenue budget and manage annual budget for fundraising and marketing expenses
- Manage development team staff, including 2-3 direct reports and occasional interns/volunteers, to achieve development goals
- Ensure integrity and utility of all stakeholder information and data
- Demonstrate a commitment to TPMS core values: opportunity, excellence, hard work, creativity and community
- Other duties and responsibilities may be required and/or assigned as necessary

#### Supervisory Role

The Director/Associate Director, Development will manage a team of 2-3 people, currently including:

- Development Manager - Institutional (full-time): responsible for many aspects of grant writing/reporting; gift processing; support for cultivation of donors, sponsors and key stakeholder groups; and effective operation of events
- Marketing Associate (full-time): responsible for managing brand assets, social media, public relations and communications calendar, and executing events
- Administrative/intern resources

#### Qualifications/Expectations

- The ideal candidate likely has 10+ years of experience and has actively participated in raising over \$2M annually, demonstrated results securing major gifts, and coordinated cultivation activities with supervisors and across teams
- Strategic mind rooted in sales and business development, backed up by analytic capabilities and excellent communication skills
- Entrepreneurial growth-seeker who enjoys variety, prioritizes effectively, and has worked collaboratively as part of a lean fast-paced team
- Derives energy from meeting and connecting people to unite for a cause; is excellent at keeping in touch with people
- Authentic personality and active listener who can flex style to engage diverse constituencies
- Strong existing relationships across the Chicago philanthropic landscape preferred
- Flexibility to attend evening and weekend events, as required

- Minimum level of education required is a Bachelor's degree from an accredited institution. Master's degree preferred
- Computer skills required include Microsoft Office (Word, Excel, PowerPoint), Google Drive (slides, sheets, docs and folder sharing). Experience with Salesforce (or a similar donor management system) is preferred.
- Belief in our transformative mission is a must – a musical background is helpful but not required
- Demonstrate a commitment to [TPMS core values](#)

#### Compensation/Benefits

- Title will be commensurate with experience and will either be Director or Associate Director. This is intended to provide room for growth in the role and set up candidate to succeed with internal and external stakeholders.
- Salary commensurate with experience
- Full time employees at TPMS receive generous paid time off and a competitive benefits package

#### How to Apply

[Read up on all our latest news](#), and please send your resume to: [jointhemission@peoplesmusicsschool.org](mailto:jointhemission@peoplesmusicsschool.org). You will be asked to complete an informational survey in order to move to the next round. We look forward to hearing from you!