



## **ABOUT THE POSITION**

Elmhurst Centre for Performing Arts (ECPA) is actively seeking to hire a Development Director. This newly created multi-faceted role is due to growing needs. The Director will be responsible for spearheading our fundraising and campaign efforts, building robust relationships with key stakeholders, and ensuring the successful realization of our goals. We seek a creative, dynamic, and highly motivated Development Director to develop and lead all aspects of our fundraising, including \$20 million capital campaign. With a seasoned professional leading our advancement initiatives, we will harness our current momentum securing vital resources and expanding our reach, to meet our fundraising benchmarks ensuring the completion of our project.

In partnership with a dedicated Board of Directors, the Development Director will be a key member of ECPA's senior leadership team. The primary focus of the Director will be the capital campaign initially, working closely with our Managing Director, administrative staff, and Board. The Director will collaborate with the fundraising committee to design a strategic vision for a multi-channel fundraising program that identifies, cultivates, and stewards individual and institutional donors, and strengthens our annual fundraising program.

## **RESPONSIBILITIES**

The responsibilities of the Development Director include, but are not limited to, the following:

### Fundraising

- Securing major gifts for both campaign support and annual giving.
- Steering a robust pipeline of donors at all points of the donor experience cycle.
- Articulating, meeting monthly/annual goals for funds raised, donor contacts, and visits.
- Working with institutional giving strategy with a focus on grant proposals and reports that are timely, accurate and compelling.
- Developing and executing fundraising strategies that cultivate and engage donors and supporters. This includes preparing and customizing materials for major donor meetings, following up to ensure actions are recorded and implemented. Working in close collaboration with the Board Members to craft inspiring fundraising campaigns, collateral, proposals, appeals, and stewardship events and materials. Overseeing, training and supporting Campaign committee meetings to ensure appropriate direction.
- Providing exceptional donor engagement to our supporters at events and performances.
- Following up and ensuring all gifts and pledges are acknowledged and managed seamlessly, including prompt donor gift agreements, and acknowledgement.
- Making sure that each Campaign gift is credited appropriately in the donor database with appropriate follow ups and reminder notices.

### Strategy & Leadership

- Serving as a member of the leadership team, contributing to the growth of ECPA in accordance with its mission, vision, and values.
- Developing and executing the organization's \$20 million campaign for the building costs, endowment, reserves, and program innovation.

- Crafting a strategic annual fundraising plan with diverse revenue streams from individuals, foundations, corporations, and planned giving.
- Building a robust pipeline of board prospects in collaboration.

#### Team Building / Misc.

- Guiding the board members in elevating cultivation, solicitation, and stewardship practices across all fundraising activities.
- Committing to the personal and professional growth of board members and campaign committee members through mentorship and the strategic deployment of personal and professional goals.
- Other tasks that may be assigned from time to time.

### **QUALIFICATIONS**

A successful Development Director will need the following:

- A bachelor's degree.
- A minimum of 10 years nonprofit fundraising experience, with demonstrated job advancement. A plus if experience is in the arts.
- A commitment to and passion for the arts with a deep understanding and connection to the arts and the philanthropic culture community in Chicagoland and nationally.
- Experience fundraising for a major capital campaign.
- A self-starter with a proven track record of setting, achieving, and exceeding fundraising goals.
- A strong background in cultivating, soliciting, and stewarding major gifts from individual, corporate, and foundational donors.
- Exceptional interpersonal skills to relate to Board members, patrons, artists, and fellow ECPA staff members.
- An ability to represent ECPA positively to supporters and the public at large.
- An ability to set goals strategically, work collaboratively, execute and communicate plans and ideas clearly and effectively.
- A deep knowledge of fundraising tools, including CRM, Microsoft Office software, Zoom, email marketing platforms, and mailing strategies.

### **ACCOUNTABILITIES**

This is a high-level role that will be involved with all aspects of our initiative.

- Reports to the Board of Directors and serves as a member of the senior leadership team.
- Is an integral member of the development team, working closely with the Managing Director and staff.
- Possibly supervise a staff member(s).
- Maintains regular communication with the Board of Directors and attends each meeting of the board, some committee and consultant meetings, and volunteer activities associated with the capital campaign.

### **SALARY/POSITION TYPE**

This is a full-time position, and compensation will be commensurate with experience. There will be occasional evening and weekend time needed. Start date immediately.

Interested candidates should send their resume and cover letter to Nicole Alvarez, ECPA Board Member at [ecpa.nalvarez@gmail.com](mailto:ecpa.nalvarez@gmail.com).