

CSO ASSOCIATION EMPLOYMENT

Be part of the world-renowned Chicago Symphony Orchestra Association. Many different talents and skills are needed to provide management and support for this cultural treasure.

PROSPECT RESEARCH COORDINATOR

Expands the size and value of the CSO's prospect and donor base through the coordination of research and prospect management functions, including the preparation of appropriate research profiles for all fundraising campaigns, analysis of fund raising data, acquisition of biographical information, tracking of prospects, and identification of new and underutilized funding sources.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Produce individual, corporate, and foundation research profiles which outline current and historical relationships with the Orchestra, as well as financial, professional, and personal information.
2. Plan and prepare research profiles and demographic statistics on potential nominees to the CSO's Board of Trustees and to the Institute for Learning, Access and Training's Board.
3. Mine the CSO's extensive patron database for potential prospects for CSO giving campaigns; research new prospects and lapsed donors; identify donors with potential for growth and increased involvement at the CSO.
4. Track and uncover social, financial and political relationships between key members of the CSO family, donors, and prospects.
5. In consultation with the Director of Development, help coordinate the regular prospect tracking meetings.
6. Coordinate biographical sketches on attendees to Orchestra events for use by CSO President and other CSO leaders, volunteers and musicians.
7. Coordinate annual surveys of major CSO constituents such as Trustees, Governing Members, Women's Board and League members to obtain and record basic biographical sketches and other potentially important information for use by the Development staff.
8. Oversee staff adherence to the CSO Development Department Security and Confidentiality Policy, and assist in the tracking of fund raiser accountability.
9. Support fundraising officers in the development of short and long-term strategies for prospecting new donors as well as managing their current portfolios.
10. Participate in the administration of the CSO solicitations and moves management system in Tessitura.
11. Participate in the analysis of fund raising data and the enhancement of the CSO's reporting capabilities.
12. Assist in the training of new Development staff members in Tessitura and provide Tessitura support to existing staff.
13. Assist in monitoring the recording and filing of CSO donor correspondence, information, and materials.
14. Develop, implement, and manage recording and filing of CSO donor correspondence, information, and materials.
15. Manage research budget and Development department's print and electronic library, keeping abreast of new resources and advancing research technology.
16. Other duties as assigned.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1. Bachelor's degree or equivalent experience.
2. Knowledge of fund raising and research techniques.
3. Knowledge of Tessitura or other windows-based fund raising software.
4. Versatility with Web-based search tools and functions.
5. Familiarity with research resource materials consistent with APRA Advanced Skills Set.
6. Computer literacy with working knowledge of Microsoft Word, Microsoft Access, Microsoft Excel (or software equivalents) and various on-line services.
7. Proven organizational skills and the capacity to manage complex projects under deadline.

8. Creativity, flexibility, and self-motivation.
 9. Excellent verbal, written and organizational skills.
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HOW TO APPLY

To apply for full-time, part-time or seasonal positions with the Chicago Symphony Orchestra Association:

email

Send your resume as a Word or PDF attachment to hr@csso.org

mail

Send letter, resume, and salary history to:

Chicago Symphony Orchestra Association
Human Resources Department
220 S. Michigan Avenue
Chicago, IL 60604-2508

fax

(312) 294-3838

*All resumes are acknowledged with postcard or email upon receipt. No phone calls, please.
The Chicago Symphony Orchestra is an Equal Opportunity Employer and values and encourages a diverse workforce.*

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