

## THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION JOB DESCRIPTION

**TITLE:** Associate Director of Development, Negaunee Music Institute

**REVISED:** May 2026

**FLSA STATUS:** Exempt

**DEPARTMENT:** Development

**REPORTS TO:** Vice President for Development

**Salary range: \$78k - \$82K; Link to Benefits Summary:**

**<https://cso.org/benefitsftstaff>**

### GENERAL SUMMARY

As part of the Chicago Symphony Orchestra's Development Team, the *Associate Director of Development, Negaunee Music Institute* is primarily responsible for designing, implementing, and coordinating fundraising in support of the CSO's Negaunee Music Institute (NMI), including the Civic Orchestra of Chicago. The NMI produces transformative education and community programs that nurture lifelong engagement with music, with the ultimate goal of building future audiences, training young musicians, and empowering people of all backgrounds, across Chicago and around the world.

The *Associate Director of Development, Negaunee Music Institute* works closely with a team of frontline fundraisers, including the Vice President for Development, to design and implement a comprehensive fundraising program. This position also plays a central role in the stewardship of the NMI's Board of Directors and subcommittees, and functions as a key fundraising partner to the NMI's managing director.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Identify, evaluate, cultivate, and solicit donors for restricted, annual, special project funding, tour sponsorship and endowment gifts to the CSOA, with a focus on NMI programs. In collaboration with Development colleagues, lead the achievement of annual revenue goals for the NMI, including individual, corporate and foundational giving.
- Serve as the primary Development department liaison for the NMI Board of Directors and its subcommittees. Attend all board and committee meetings. Partner closely with the Managing Director of the NMI on fundraising, board member stewardship and donor communication strategies.
- Function as staff lead for the NMI Nominating and Governance Committee. Manage the identification of new board member prospects and participate in ensuring that current members meet expectations as outlined in the bylaws.
- Serve as the primary Development department liaison to the Managing Director and other staff of the NMI, including the NMI Board Secretary. In collaboration with NMI staff, ensure that Development colleagues have access to all Institute

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calendars and program information for use in stewardship and solicitation. Ensure that Development activities align with the NMI's strategic plans.

- In conjunction with NMI staff, keep donors well-informed about programs and performances through consistent communications and interactions.
- Regularly attend NMI concerts and events at Symphony Center and in the community. Invite and socialize with current and prospective donors.
- Work with Development colleagues and volunteers to identify, qualify, steward and solicit established and new major gift prospects, maximizing multi-year commitments whenever possible.
- Lead fundraising for IMPACT, the NMI's annual showcase concert and benefit event. Serve as staff liaison to an IMPACT host committee comprised of representatives from all CSOA volunteer constituent groups.
- Maintain accurate, up-to-date tracking of gift prospects and donors and appropriate documentation of gifts. Maintain annual giving and campaign contributions tracking and projection reports for Institute programs.
- Manage all aspects of the recognition and stewardship of Civic Orchestra donors, with special emphasis on the Civic Scholarship donor program and mid-level Civic donors including coordinating concert seating and donor/musician communications.
- Prepare fundraising reports for NMI Board and committee meetings.
- Manage special projects as assigned.
- Attend and assist with Development-related events and concerts throughout the year.
- Other duties as assigned.

CSOA is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

### **REPORTING RELATIONSHIPS**

- Reports to the Vice President for Development.
- Partners closely with the Managing Director of the Negaunee Music Institute. Collaborates with other members of the NMI staff team.
- Other contacts include: Donors, donor prospects, Trustees, volunteers, subscribers, staff, and Chicago Symphony Orchestra and Civic Orchestra of Chicago musicians.

### **KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED**

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- Bachelor's degree required.
- A love for and appreciation of classical music and music education are required.
- A minimum of five years of increasingly responsible development (or related) experience. Experience in a performing arts organization preferred.
- Proven track record in relationship management.
- The ability to work autonomously while keeping direct supervisory any volunteers apprised of issues, problems, opportunities, and progress.
- Ability to work collaboratively with Development colleagues to create a results-driven, team-oriented environment.
- Excellent writing and communication skills.
- Computer literacy, including word-processing, database, and spreadsheet proficiency.
- Project management skills.
- Availability to work evenings and weekends as necessary.

### **WORKING CONDITIONS**

Pleasant office environment.