

## JOB ANNOUNCEMENT - INTONATION MUSIC DEVELOPMENT COORDINATOR

Job Title: Development Coordinator  
Supervised by: Development and Communications Director  
Classification: Exempt, Fulltime, Salaried

Intonation Kids explore their limitless potential by learning to play instruments and forming their own bands. Offered in partnership with schools, park districts, and community organizations, our year-round classes make music accessible to children by providing them with instruments, instruction, mentorship, and the chance to perform on stages across the city. Each Intonation student takes part in a personal and team approach to practice, setting goals and problem solving; and over time, they gain the confidence to take charge of their direction and seek out new experiences.

### **POSITION SUMMARY:**

Intonation Kids is expanding its development department. The Development Coordinator (DC) is a “generalist” and responsible for supporting the entire development plan and strategy: individual fundraising, major gifts, institutional fundraising, special events, and maintaining the fundraising database and ensuring accurate donor records. In addition, DC is responsible for assisting with some donor communications and targeted social media. DC, working with a development/communications team of three, thinks creatively to develop new and innovative ways to fundraise.

### **YOUR RESPONSIBILITIES**

#### **Individual Giving Administrative Support (25% of the position)**

- Manage the operational systems required to manage donor cultivation, target prospects, track contributions. Create donor profiles
- Process gifts and manage all gift information, track giving activity, ensure all database information is current and correct, and pull giving reports. Compile fundraising reports and dashboards. Identify opportunities for analysis and evaluations
- Produce timely gift acknowledgements.
- Revise database and gift process procedures when needed. Ensure staff follow best practices.
- Solicit and acknowledge monetary and in-kind donations.

#### **Grants (22% of the position)**

- Assist with the drafting, preparation and submission of proposals, budgets, and reports
- Conduct foundation and corporate prospect research to identify new funding opportunities or corporate partners. Create funder profiles
- Assist with editing and producing proposals, LOIs, and reports

#### **Special Events (22% of the position)**

- Participate in the planning for the annual gala event and other special fundraising events
- Assist with logistics for all events, assuming lead role for smaller events and third-party events, when needed
- Assist with the solicitation of sponsors and in-kind donations.
- Coordinate all record-keeping and data base management for event invitees and attendees.

#### **Appeals, Collaterals, and Communications (22% of the position)**

- Serve as “production manager” of all collateral development and marketing materials, appeals, and electronic campaigns. Work with graphic designer, mail house, printers, etc. Ensure adherence to timelines
- Assist with communications and social media plan as planned for the year by development/communications team. May include assistance with e-newsletters, annual report, e-blasts, social media posts, press releases, etc. when needed. Write content, edit, and proof documents when needed.
- Assist in the management of the website; provide content.

#### **Board Support and Management (5% of the position)**

- Coordinates Board meetings, schedules, and events and maintains contact lists.
- Prepares and circulates all materials as they relate to Quarterly board meetings, and special board task force meetings.
- Serves as Associate Board Liaison.

#### **Other (< 4% of the position)**

- Attend and actively participate in required educational programs and board and staff meetings.
- Protect organization's value by keeping information confidential.
- Perform other duties as assigned by supervisor.

#### **QUALIFICATIONS**

- A bachelor’s degree is required, with demonstrated interest in the philanthropic sector.
- Minimum three years of experience in fundraising in nonprofits necessary, in a social service or art organization preferred.
- Previous experience coordinating the production of fundraising and communications materials required
- Previous experience managing a CRM database required.
- Previous marketing and special events experience helpful.
- Overall understanding and knowledge of the Chicago philanthropic community, the arts and culture funding community a plus.
- Computer skills including familiarity with word processing, spreadsheets, and social media. Experience with Donor Perfect software is a plus.
- Ability to organize and manage multiple projects/tasks simultaneously.
- Proven ability to meet deadlines.
- Strong oral and written communication skills. Excellent proofing and copyediting skills needed.
- Strong communication skills (verbal, written, oral)
- Ability to make confident independent decisions.
- Flexible, Organized, Reliable, Enthusiastic, Patient, Self-Starter.
- Strong interpersonal skills and experience working with a variety of personalities.
- Web literate and proficient use of Microsoft Office, Gmail, Google Drive, Google Docs and Social Media. Graphic design and video editing skills including InDesign a plus.

#### **WORK ENVIRONMENT**

- This position operates primarily in a professional office environment.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to operate office equipment. The employee must frequently lift and/or move objects up to 25 pounds and occasionally lift and/or move objects up to 50 pounds.
- This is a full-time position. Evening and weekend work are regularly required as the schedule is often determined by the shifting needs of the organization.
- Some travel to off-site locations in the Chicago metro area is required. Some of those sites may not be accessible.
- Workplace is a smoke- and drug-free environment.
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

**COMPENSATION:**

- Salary is \$39,000 to \$44,000, commensurate with experience. Excellent benefits package.

**TO APPLY:**

- Submit cover letter, resume, and salary requirement to:  
DevCoordinator@intonationmusic.org
- Please write your name (Last, First) in the subject line of your e-mail. Incomplete applications will not be accepted. Position begins as soon as possible. NO PHONE CALLS PLEASE.

*While employed in this position, the employee may be required to perform other assignments not listed in this job description. The employee is an employee at will, meaning that either party may terminate the employment relationship at any time by written notice to the other. Nothing in this job description is to be deemed to create a contract of employment for a specific period.*

---

*Accepted, Signature*

*Print name*

*Date*