



INTONATION

Job Title: Development and Communications Manager
Supervised by: Executive Director
Classification: Exempt, Fulltime, Salaried
Position Begins: Early January 2023
Posting Date: September 2022

ORGANIZATION SUMMARY:

Intonation works with young people in Chicago to experience making music on their own terms, leading to personal growth and the enrichment of their communities.

Offered in partnership with schools, park districts, and community organizations on the South Side of Chicago, 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.

OUR TEAM:

Intonation Music's staff is diverse, talented, and dedicated. We are committed to employee growth, professional development and model our program's values of agency, active listening, creative problem-solving, and peer support.

POSITION SUMMARY:

Intonation Music seeks an energetic Development and Communications Manager (DCM) who is passionate about youth development and music's power to change, strengthen, and unify individuals and communities. This key position is a member of Intonation's leadership team and will be relied on for facilitation, problem solving, and proactive measures to drive the mission forward. Successful candidates will have a demonstrated passion for non-profit service and an ability to coalesce and engage diverse groups of people.

The DCM will report to and work closely with the Executive Director and will work jointly with the part-time Development Manager - Institutional Giving and the Marketing Manager, an established, engaged development/communications team of two to think creatively to develop new and innovative ways to fundraise and communicate, both internally and externally. The Development and Communications Manager is responsible for managing all aspects of individual giving: major gifts, special events, stewardship, and board engagement. In addition, the DCM takes the lead with deep collaboration across all teams to best promote and steward Intonation. The DCM is also responsible for collaboration with the Marketing Manager on the development and creation of organizational marketing strategies, materials, and communications as well as public relations activities.



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RESPONSIBILITIES:

Individual Giving (50% of the position)

- Build and strengthen relationships with all Intonation stakeholders
- Steward and solicit new and existing individual donors
- Manage the donor relations systems required for donor cultivation, targeting prospects, tracking contributions. Create and update donor profiles
- Compile fundraising reports and dashboards. Identify opportunities for analysis and evaluation to support stakeholders' understanding of fundraising needs and trends
- Acknowledge monetary and in-kind donations in concert with the DM - Institutional Giving

Fundraising Events (20% of the position)

- Serve as the internal team lead to develop, plan, execute all aspects of annual fundraising events
- Develop and manage innovative ways to expand net proceeds and increase sponsorships
- Establish theme, direct design, look/feel of the gala to honor the organization's mission
- Oversee collateral and author all content for: invite, save the date, gala program, websites, and related web pages, eBlasts, personalized communications for Board and VIPs, guest communications, social media calendar and posts
- Oversee all aspects of smaller fundraising events, making assignments as to who will serve as lead staff. Oversee event logistics, including guest management, design, catering, on-site fundraising elements. Oversee the production timelines, financial reports, and evaluations for all events. Monitor each event's budget
- Oversee guest acknowledgement process, including VIP thank you plan
- Manage logistics for fundraising events, assuming lead role for smaller events and third-party events, when needed. Develop and implement fundraising ideas for programming events (student showcases, annual youth arts fest, etc.)
- Lead the solicitation of individual sponsors, in-kind donors, board and associate board members

Appeals, Collaterals, and Communications (15% of the position)

- Manage communications and social media plan as developed for the year by the development/communications team. This includes content and direction with e-newsletters, annual reports, e-blasts, social media posts, press releases, etc. when needed. Write and design content; edit, and proof documents when needed
- Serve as "production manager" of all collateral development and marketing materials, appeals, and electronic campaigns. Work with graphic designers, mail houses, printers, etc. Ensure adherence to timelines and budget
- Assist in the management of the website; provide direction on content
- Serve as strategic leader for Dev/Comms department and Org-wide communications as a whole - including facilitating implementation of communications consultancy outcomes

Board Support, Development and Management (10% of the position)

- With Executive Director, act as the key liaison between Intonation and its Board of Directors
- Manage the Associate Board including acting as the key contact to foster connection with the organization and its Board and Youth Council. Lead planning and attend monthly meetings



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- Engage the Board of Directors, creating and tracking annual individual board member giving plans. Create a working relationship with all board members to actively engage them in fundraising. Train and support board and staff to be effective fundraisers
- Communicate regularly to leadership and to the Board, reporting on the status of fundraising projects; prepare regular revenue forecasts, track results against goals
- Lead in planning and communications around quarterly board meetings
- Prepare and circulate all materials as they relate to board meetings, and special board task force meetings
- Develop and oversee a plan for the stewardship and annual solicitation of the Associate Board. Evaluate, recommend, and implement strategies for increasing income from the AB

Other (<5%)

- Serve as an articulate, passionate, and visible spokesperson for Intonation and as a prominent leader throughout the organization, among stakeholders, and in the community
- Actively support the organization's efforts to operationalize an equity lens; cultivate and practice a commitment to equity, diversity, and inclusion across all aspects of the role
- Attend and actively participate in required educational programs and board and staff meetings
- Protect organization by keeping information confidential
- Perform other duties as assigned by supervisor

QUALIFICATIONS:

- A bachelor's degree is recommended
- 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; experience with DonorPerfect software is a plus
- Previous marketing and special events experience is a must
- Overall understanding and knowledge of the Chicago philanthropic community, the arts and culture funding community a plus
- Experience leading communications and marketing efforts
- Verifiable track record of successfully soliciting and closing major gifts (\$5,000 and above) from individuals
- Proven ability to lead fundraising efforts that brings in \$1 million annually (in addition to other factors, performance is evaluated based on the ability to reach fundraising goals)
- Experience and proven success developing boards and volunteers as fundraisers
- Excellent managerial skills, experience working cross-departmentally, and building a sense of team.
- Outgoing personality with an infectious can-do attitude, experience working with a variety of personalities
- Ability to organize and manage multiple projects/tasks simultaneously
- Proven ability to meet deadlines
- Strong oral and written communication skills. As a lead writer for the organization, proofing and copy editing skills are needed. As a key leader and connector within the organization, verbal skills and the ability to communicate strategically and with compassion are essential



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- Ability to make confident independent decisions
- Flexible, Organized, Reliable, Enthusiastic, Patient, Self-Starter
- Web literate and proficient use of Microsoft Office, Gmail, Google Drive, Google Docs, Google Sheets and Social Media
- Experience with graphic design and video editing, including Canva a plus

WORK ENVIRONMENT:

- Intonation is currently operating in a hybrid work environment, with both in-person and remote programs. This position will require in-person work in our Bronzeville office and other spaces, with flexibility to work remotely as approved
- **Intonation has a Mandatory COVID-19 Vaccination Policy. All Intonation employees must submit proof of vaccination status OR request either a Medical or Religious Exemption and submit to weekly testing, if approved**
- Travel to various environments is required: an office, school buildings, park district field house, and *off-site events*. Space might not be fully accessible
- Access to a car and a clean driving record is helpful
- Applicants must undergo background checks, fingerprinting, mandated reporter training, and other related tasks as necessitated by compliance with program partners and funders
- 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
- Evening and weekend work are regularly required as the schedule is often determined by the shifting needs of the organization
- Workplace is a smoke- and drug-free environment
- Equal Employment Opportunity: It has been and will continue to be the policy of Intonation to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, disability, or any other categories protected by federal, state, or local law. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs and reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely only upon valid job- related factors
- Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Intonation staff. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.



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COMPENSATION:

- Salary range: \$48,000-\$59,000 per year, commensurate with experience
- Generous paid time off policy and paid holidays
- Health, vision and dental insurance
- 401(k) available

TO APPLY:

- Please use the link below to complete the application form. Prepare to upload a Resume and Cover Letter
 - <https://forms.gle/JsU4pn9oaHiw5EVJ9>
- Women, BIPOC, Bronzeville residents and individuals with disabilities are strongly encouraged to apply
- Incomplete applications will not be accepted. NO PHONE CALLS PLEASE