

Position Description -- Development Director
Full Time, exempt, salary between \$70,000-80,000, benefits
Hybrid office with flexible work-from-home options

Snow City Arts

Snow City Arts (SCA) inspires and educates children and youth in hospitals through the arts. SCA provides one-on-one and small group instruction in the visual arts, creative writing, poetry, theater, music, and media arts to pediatric patients at Rush University Children’s Hospital, Ann & Robert H. Lurie Children’s Hospital of Chicago, and Children’s Hospital University of Illinois (UIC). In March 2020, Snow City Arts’ programming expanded to include virtual instruction to meet the needs of pediatric patients at our hospital partners. SCA is now employing a hybrid programming model, with Teaching Artists active both in the hospital as well as virtually.

Snow City Arts’ curricula are steeped in studio practices and benchmarked by the National Core Arts Standards and Common Core State Standards. With permission, student learning outcomes and portfolios are sent to their schools to be considered for credit. The Snow City Arts team includes an administrative staff of 5 and an artistic staff of 8 part-time, professional Teaching Artists, as well as work-study students and volunteers. As a small, yet mighty organization, our team values an “all hands-on-deck” approach balanced with a commitment to wellness. Snow City Arts is committed to generating a work environment that centers on learning, equity, inclusivity, and accountability. A cohort member of Enrich Chicago, SCA is committed to advancing systemic change in the arts and is building and implementing a vision and framework for anti-racist work across the organization.

Summary of Position

Snow City Arts aims to make the connection between its work as an anti-racist organization and its fund development efforts deeper and more impactful. The Development Director (DD) plays a critical role on the leadership team, reporting to the Executive Director and collaborating with the Program Director and Members of the Board. The Development Director supervises the Development and Communications Manager, who manages special events (Board-hosted events, a gala, and third-party events), tactical marketing/communications, data management, gift recording and acknowledgement, and Auxiliary Board efforts. The DD oversees occasional contractors as well as interns. Institutional Giving is managed by the Executive Director in partnership with an external grant-writing firm.

The DD will lead overall fundraising strategy and goal setting as well as build SCA’s individual giving and major gift program. The Development Director will be a talented storyteller, able to build and sustain relationships, and have strong data management and analytic skills.

Leadership and Planning (10%)

- **Strategy:** Define development strategy drawing from SCA’s 18-month Strategic Plan.
- **Leadership:** Work in tandem with the Executive Director and individual Board Members to develop new donors and donor engagement opportunities to support programmatic growth. Serve as the liaison to the Board Resource Development Committee.
- **Annual Planning:** Work with the Executive Director and Development and Communications Manager to set and pursue realistic annual revenue goals and intermediate targets for key campaigns.
- **Special Opportunities:** Serve on the leadership team assessing expansion opportunities, donor and hospital partner-initiated campaigns, and external marketing partnerships.

Individual Giving (65%)

- **Create:** Facilitate the design of a consent-based individual giving program grounded in community-centric, anti-racist, and sustaining fundraising values. Develop goals and metrics toward growth in the program.
- **Research:** Conduct comprehensive (qualitative and quantitative) research on donor prospects and create profiles on prospective individual donors.
- **Moves Management:** Co-create strategies for qualification, cultivation, solicitation, and stewardship, building toward the development and advancement of a personal portfolio.
- **Implement:** Develop and manage an active pipeline for sustaining support from Snow City Arts' current network and expand giving opportunities for community members and stakeholders.
- **Relationships:** Develop relationships with donors that lead to meaningful solicitations. Assign solicitations to Executive Director, Senior Management, and Board Members. Develop meaningful opportunities for cultivating donors.
- **Communication and Collateral:** Prepare tailored, personal, persuasive, and compelling briefing memos, major gift proposals, newsletters, presentation pieces, stewardship materials, and other materials as needed.
- **Impact:** Work with SCA staff to identify impactful stories and program-specific fundraising opportunities in alignment with organizational values.
- **Annual Appeal:** Envision and oversee the execution of an integrated annual appeal campaign and facilitate the involvement of the Governing Board.
- **Documentation:** Maintain accurate and up-to-date records of donor contacts and ongoing communication with current donors and prospects.

Communication (10%)

- **Communication Strategy:** Provide leadership in collaboration with the Executive Director and an ad hoc Marketing Committee to update communication strategies. Potential exists to engage an external consultant or team.
- **Supervision:** Support the Development and Communications Manager's efforts to develop and implement brand-conscious campaigns to increase awareness about the mission of Snow City Arts and to support project-based programming and fundraising events.
- **Spokesperson:** Serve as a credible and compelling spokesperson on behalf of the organization.
- **Special Projects:** Assess, manage, or oversee special media relations projects as needed.

Supervision and Support (15%)

- **Supervise:** Collaborate and support the Development and Communications Manager who manages special events (Board-hosted events, galas, third-party events), tactical marketing/communications, data management, gift recording and acknowledgement, and Auxiliary Board efforts.
- **Reporting:** Produce reports on progress toward goals on agreed upon schedule for meetings with the Executive Director, Development Committee, and Board of Directors.
- **Database Transition:** Assess current fundraising software and oversee the transition to a new system.
- **Confidentiality:** Maintain donor records with care and meet annual HIPAA-testing requires to care for student-related information and artwork appropriately.
- **Administrative:** Support office administrative activities as necessary.

Priority Skills and Experience

The ideal candidate will have a combination of the following professional and personal qualities, skills, and characteristics. Snow City Arts will consider candidates who do not meet every single requirement.

- Three years of experience supervising and collaborating with fund development professionals promoting a culture of high performance and continuous improvement that values learning and commitment to quality. Ability to foster and develop leadership skills in others.



- Creation of annual budgets for fund development activities, drawing from strategic plans and current events.
- Capacity to and interest in building internal and external relationships.
- Strong verbal communication and writing skills with the ability to adjust communication style to accommodate multiple audiences.
- The ability to facilitate strategy development and execute toward goals.
- Data management skills with experience in data migrations.
- Candidate must be willing to begin/continue their own learning in anti-racism/racial equity work and engage as part of a team active in student-first efforts including trauma-informed and gender inclusive practices.
- Active listener with the ability to synthesize information and translate into strategy and action plans.
- Employs an asset and inquiry-based approach to problem solving and able to work both independently and as part of a cohesive team.
- Aptitude for working closely with people from various artistic and administrative backgrounds.
- Curious, goal-oriented, committed to learning, and able to set and pursue priorities.
- Strong organization and planning skills with the ability to manage multiple projects simultaneously, respond to shifting priorities, and support multiple aspects of individual giving and its related communication needs.

Desired Skills and Experience

- Demonstrates a commitment to supporting a culture of collaboration, cooperation, and accountability.
- Ability to plan, facilitate, and approach meetings and projects with clearly articulated goals.
- Ability to navigate tense or challenging interpersonal dynamics in a manner that is centered on trust, respect, and shared vision with a bias toward effectiveness, integrity, and positive outcomes.
- Proficient in Adobe Illustrator, Adobe Photoshop, Adobe Premiere, Google Drive, and Asana.

Compensation and Benefits

This is a full-time, exempt position with some evening and weekend work required. Snow City Arts is a hybrid office with flexible work from home options. The salary for this role is \$70,000-\$80,000 annually. Snow City Arts offers health insurance (HMO and PPO options) with Snow City Arts covering \$5,000 of the insurance package annually (all or the majority of the cost depending upon the chosen plan). A Flexible Spending Plan is also available. There are 26 paid days off annually split among vacation, sick, and holidays. Employee retirement account, SIMPLE IRA, is available with a 3% match from Snow City Arts.

Background Check and Health Records

A criminal background will not automatically eliminate you from consideration though a criminal history background check will be conducted with the final candidates prior to beginning employment. A variety of documentation (typically related to vaccines, annual tests, and a 10-panel drug screen, which are paid for by Snow City Arts) is required to meet the health documentation requirements of our hospital partners. Covid 19 vaccines, including documentation, are required prior to or within the first two weeks of employment.

Snow City Arts is an equal opportunity employer. Snow City Arts is committed to building a culturally diverse and pluralistic team. ALAANA-identified individuals, trans and gender nonconforming people, people from poor and working-class backgrounds, and individuals with disabilities are encouraged to apply.

Interested candidates should send a cover letter and resume to employment@snowcityarts.org. The position will remain open until filled and applications will be reviewed on a rolling basis with priority given to those received by May 3, 2022.