



Development Associate

Reports to: Director of Development
Salary: Commensurate with experience, \$28,000-\$35,000
Hours: Full-time, with some nights and weekend work, exempt position

Midwest Young Artists Conservatory (MYAC) is looking for a Development Associate to contribute and have an impact on fund-raising for the organization to accomplish its mission of *building a home with the power of music to enrich the lives of our students and their communities*. MYAC is the largest and most comprehensive privately-run, non-profit youth-music ensemble program in the Midwest, with a full-curriculum music ensemble school. MYAC operates in a state-of-the-art facility in the community of Fort Sheridan.

Responsibilities include:

- Build relationships with current donors for the Annual Campaign
- Bring the mission of MYAC to prospective donors, working through the Board of Directors, Board Development Committee, Staff, Faculty and community members to identify relationships
- Be liaison with the Young Professional Board, attending their meetings and events, including Alumni Campaigns
- Work with Development Committee to expand donor base and increase giving
- Maintain foundation, corporate and individual donor files as well as update database records
- Coordinate production and mailing of donor appeals
- Assist in selection of materials such as handouts, pamphlets, pins, bookmarks and other spirit items to be used for donor cultivation and stewardship
- Schedule meetings and make travel arrangements for Development staff as requested
- Conduct research on donor prospects
- Handle all details associated with Development Committee meetings including preparation of agendas, minutes, follow up, etc.
- Other duties as assigned by the Development Director, President or Administrative Director

Desired Skills and Experience:

- Bachelor's degree with interest in fund-raising and the arts
- Strong written communication skills, including writing, editing, and proofreading
- Excellent verbal skills, with the ability to speak credibly and articulately with reporters, staff, parents, and Board members
- Ability to organize and prioritize work
- Self-starter who can work with minimal supervision
- Attention to detail and accuracy in record keeping
- Computing skills including Microsoft Office

MYA Conservatory offers a full benefit package including three weeks of paid time off per year plus one day per year of employment, health insurance (employer pays 75%), disability insurance, life insurance, retirement (matching 3% after 1 year), and RTA Train Pass Program. MYAC is an equal opportunity employer.

To Apply: Please email letter of interest, resume/cv, and salary requirements to allandennis@mya.org. NO TELEPHONE CALLS ACCEPTED. Applications will be reviewed as soon as letter, resume and salary requirement are received.