



## Position Announcement:

# Development Assistant – Community Relations Associate (depending on experience)

Midwest Young Artists Conservatory (MYAC) is seeking a highly organized administrator who is passionate about music education to join our team as Development Assistant. The successful candidate will have the opportunity to support and creatively advance a growing development program with a dedicated base of constituents and supporters. MYAC is located in Highwood, IL, and is a short walk from the Fort Sheridan Metra UP-N line station.

This position is ideal for an entry-level person who wants to work in the development field, and/or for an experienced professional administrator who wants to work in a non-profit, mission driven organization.

### Responsibilities of position

- MAIN RESPONSIBILITY: Manage donor database, gift acknowledgement and stewardship process.
- Assist with annual fundraising gala which could include keeping track of reservations, soliciting auction and raffle donations and various follow-up to help gala committee.
- Create monthly development reports and reconcile data with QuickBooks accounting program.
- Help plan and coordinate donor appreciation events including invitations and follow-up details including managing volunteers.
- Help with donor prospect research to identify prospective donors.
- Schedule appointments with donors.
- Contribute to donor-focused communications that engage and inspire supporters, demonstrate impact, and make a compelling case for support.
- Assist and collaborate with marketing and program staff as needed.

**Starting Salary:** \$44,000 with competitive benefits package (or more depending on relevant full-time experience in fundraising)

### Hours:

- This is a full-time position that requires flexibility for work on evenings and weekends to attend meetings, concerts and special events.
- Flexible weekday hours around hours you are required to work weekends and evenings.

### Education and Experience:

- Bachelor's degree required.
- Strong writing skills and people skills, ability to build relationships.
- High level of administrative and management skills.
- Strong proficiency with Microsoft Office required.
- Excellent verbal and written communications skills.

- 1-2 years' experience in nonprofit development and strong knowledge of current development best practices is a plus.
- Experience with Salesforce is a plus
- A/V, Intermediate to advanced social media skills and/or website content management is a plus.

### **Key Competencies:**

- Self-starter with strong initiative, creativity, enthusiasm, focus, and attention to detail.
- Excellent interpersonal skills; must be adept at working collaboratively with staff, board members, donors, and volunteers.
- Ability to prioritize, juggle multiple tasks, and be independently efficient and productive.

### **Application Process**

- Send cover letter and resume to: Karen Dennis, Administrative Director via email: [karendennis@mya.org](mailto:karendennis@mya.org)
- Application deadline: We will review and make decisions as applications come in.

### **About Midwest Young Artists Conservatory**

Midwest Young Artists Conservatory (MYAC) is one of the premier pre-collegiate music ensemble programs in the nation. MYAC provides orchestral, jazz, choral, and chamber music ensembles of the highest quality for over 900 students from throughout Chicagoland and beyond. Additional programs include childhood music classes, summer camps, concerto and chamber music competitions, instrument festivals, master classes, and more.

MYAC's world-class faculty supports students of all ages, abilities, and backgrounds, in a challenging yet nurturing atmosphere. MYAC is dedicated to ensuring that each student reaches his or her highest potential as both an artist and an individual.