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**Chicago Musical Pathways Initiative | Chicago,  
Illinois**

*Part-time Position Announcement:*  
**Development Manager**

**Description**

Chicago Musical Pathways Initiative (CMPI) is seeking a part-time **Development Manager** to lead our development efforts, including grant research, grant writing, and fundraising. The Development Manager will be responsible for helping to grow the fundraising revenue for CMPI from its initial position of approximately \$175,000 in 2022 to \$500,000/year by 2025 in partnership with CMPI leadership and development officers at partner organizations such as Merit School of Music, Chicago Symphony Orchestra, and Chicago Youth Symphony Orchestra. The ideal candidate will be a creative, organized and dynamic development professional with an entrepreneurial spirit. Passion for music and diversity, equity, and inclusion is a must!

**Organizational Overview**

The mission of Chicago Musical Pathways Initiative is to identify and develop gifted and motivated orchestral students from underrepresented backgrounds for acceptance into top-tier conservatory, college, or university classical music programs in preparation for careers as professional musicians.

100% of CMPI's graduates have matriculated into conservatories and universities as music performance majors, and currently study at such institutions as the Curtis Institute of Music, Rice University, Yale School of Music, Oberlin Conservatory of Music, Cleveland Institute of Music, Northwestern University, DePaul University School of Music, and many others.

Learn more about CMPI at [www.chicagopathways.org](http://www.chicagopathways.org)

**Reporting Relationship**

The **Development Manager** reports to the CMPI Project Director and consults with the Merit School of Music's VP for Development and Marketing.

**Job Responsibilities**

Responsibilities of the **Development Manager** include, but are not limited to:

- **Grant Research and Grant Writing**
  - With knowledge of CMPI's history, mission, successes and financial needs, identify grant opportunities for which CMPI is eligible.
  - Draft and submit grant proposals and supporting documents to funding organizations.
  - Maintain records and submit reports related to grant opportunities.
- **Development Planning**
  - In collaboration with CMPI program staff and development staff at CMPI partner organizations, develop a strategy (incorporating grants, individual contributions and other funding sources) to grow CMPI's fundraising revenue from \$175,000 in 2022 to at least \$500,000/year by 2025.
- **Individual Fundraising**
  - In consultation with CMPI program staff and development staff at CMPI partner organizations, and knowledge of fundraising best practices, create, implement and manage various efforts to secure renewed and new financial support from individuals.
  - Along with CMPI Project Director, and other Merit/CMPI senior staff, manage a portfolio major donors and prospects to secure both annual and multi-year gifts.
  - Manage all aspects of direct mail and electronic appeals.
  - Perform prospect research and prepare donor profiles/giving histories.
  - Utilize fundraising software to enter gifts, track activity and report results.
  - Write and send donor acknowledgement letters.
- **Special Events**
  - Support annual fundraising event, Opening Doors, in partnership with CMPI Project Director and CMPI Project Manager.
  - Secure individual donors in support of the event.
- **Other duties assigned as needed**

### **Personal Skills/Attributes/Qualifications**

The ideal candidate would possess the following qualifications:

- 5+ years of relevant professional experience with track record of grant writing and fundraising success
- Excellent verbal, written, and interpersonal skills with ability to convey passion for CMPI's mission and make the case for support
- Experience with development database software such as GiveSmart (MobileCause) and operations at a not-for-profit organization is strongly preferred
- Ability to take initiative, be flexible and work well independently and with a team

### **Educational Requirements**

- High School/GED
- Bachelor's or equivalent work experience

## **Schedule**

Flexible M-F schedule, up to 20 hours/week. Some evenings and weekends required for events.

## **Compensation**

\$35 - \$42/ per hour based on experience

Interested candidates should send their resume to: [hr@meritmusic.org](mailto:hr@meritmusic.org)

*No phone calls or faxes please.*

**The Chicago Musical Pathways Initiative and affiliated organizations are committed to enhancing the diversity of Chicago's classical music community, recognizing that by providing a diverse, equitable, and inclusive learning environment for our students, we are preparing them for personal and professional success in an increasingly global society. The CMPI community recognizes that it has a responsibility for creating and sustaining a learning environment where difference is valued, and where equity and inclusion are practiced. CMPI leadership encourages individuals from underrepresented populations to apply.**