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

- MAIN RESPONSIBILITY: Manage donor database, gift acknowledgement and stewardship process.
- Assist Board Development Committee with annual fundraising gala
- 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 major 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.

Qualifications

- Bachelor’s degree required.
- 1-2 years’ experience in nonprofit development and strong knowledge of current development best practices a plus.
- Self-starter with strong initiative, creativity, enthusiasm, focus, and attention to detail.
- Ability to prioritize, juggle multiple tasks, and be independently efficient and productive.
- Excellent interpersonal skills; must be adept at working collaboratively with staff, board members, donors, and volunteers.
- Experience with donor/constituent Salesforce experience is a plus.
- Strong proficiency with Microsoft Office required.
- Excellent verbal and written communications skills.
• A/V, Intermediate to advanced social media skills and/or website content management a plus.

Other Requirements
• Flexible time required for evening/weekend meetings and special events.
• Must have a valid driver’s license, reliable transportation, and ability to travel locally.

Application Process
• Send cover letter and resume to: Karen Dennis, Administrative Director via email: karendennis@mya.org
• Application deadline: We will review and decide as applications come in.

Additional Information
• Salary: minimum $44K; more depending on related experience. Competitive benefits package including health insurance, life insurance, retirement and paid time off.
• Hours: Full-time, exempt position
• Start Date: ASAP
• Reports to: Administrative Director or Development Director when in place.

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.