

Hyde Park Art Center
DIRECTOR OF DEVELOPMENT + COMMUNICATIONS

Full-time employee

Applications due April 4, 2023

Position Summary

Hyde Park Art Center seeks a full-time Director of Development + Communications to design and lead the Art Center's comprehensive fundraising program and communications strategy. The Art Center is budgeting \$3.4M in contributed revenue in 2023.

Hyde Park Art Center Overview

Founded in 1939, Hyde Park Art Center's mission is to stimulate and sustain the visual arts in Chicago. The Art Center is a hub for contemporary arts in Chicago, serving as a gathering, research, production, and exhibiting space for artists and the broader community to cultivate ideas, impact social change, and connect with new networks. The Art Center functions as an amplifier for today and tomorrow's creative voices, providing the space to cultivate and create new work and connections.

Compensation + Hours

The Director of Development + Communications is a full-time, permanent position with a **salary of \$92,000-100,000**. Benefits include health, dental and life insurance, 401(k) matching after six consecutive months of employment, a generous PTO policy, and free art classes in our Oakman Clinton School + Studios. Weekly hours will be mainly Monday through Friday, with some evenings or weekends required for special events. There is little to no travel outside of the Chicago region.

Reports to + Manages

The Director of Development + Communications will report to the Art Center's Co-Executive Director, Aaron Rodgers. The Director of Development + Communications will oversee a team of four to six staff, and will directly manage the Individual Giving Manager; Marketing + Communications Manager; and a grants coordinator or manager. In total, the Director of Development + Communications will oversee a team of four to six staff with two to four direct reports. This role will collaborate with the entire Art Center staff, Board of Directors, and broader Art Center community.

Location

This position is primarily in-person, with one-two remote work days per week. In-person events are a regular responsibility of this position.

Responsibilities

Leadership and Supervision of Contributed Revenue Strategies

- Partner with the Board of Directors, co-Executive Directors, and other staff in setting fundraising goals and strategies that align with the Art Center's mission, vision, values and strategic plans
 - Grants: foundation, government, and corporate giving, budgeted for \$1.5M in 2023 with one to two full-time equivalent (FTE) staff support
 - Leadership and Major Gifts: annual and multi-year gifts, budgeted for \$1.1M in 2023, with three to four staff managing portfolios
 - Gala and Special Events: annual gala, triennial art-commissioning project, and more, budgeted for \$700K in 2023 with support from the full team

- o Annual Giving: direct mail, email, and social media, budgeted for \$100K in 2023 with support from Individual Giving team
- Provide contributed-revenue projections and budget revisions to co-Executive Directors and Director of Finance

Portfolio and Volunteer Management

- Serve as the organization's chief major gifts officer and maintain a portfolio of ~40 prospective and returning donors
- Consistent prospecting for new supporters, including individuals, foundations, government agencies, and corporations
- "Manage up" by supporting co-Executive Directors, Board Directors, and other volunteers in fundraising
- Represent the Art Center publicly and serve as staff representative on volunteer committees

Marketing Strategy and Management

- Collaborate with Marketing + Communications Manager to design and execute marketing and PR strategies that increase brand awareness while supporting successful programming
- Refine and implement a communications plan that amplifies and unifies the full organization

Management

- Set an example for colleagues by bringing energy, enthusiasm, empathy, rigor, and creativity on a daily basis
- Manage two to four direct reports on the Development + Communications Team
- Lead the hiring, development, and evaluation all team members
- Manage the full Development + Communications Team (four to six staff) by ensuring every team member is supported to:
 - o Do their best work,
 - o Grow professionally, and
 - o Conduct themselves in a manner that embodies the Art Center's values and mission
- Oversee the operations of the Development + Communications Team, including establishing plans for effective and efficient meetings, records keeping and gift tracking, data management, events, and team member workflow and collaboration
- Participate in Director-level input and decision making for the entire organization

Broader Responsibilities

- Participate in the organization's broader work, including performing duties from time to time beyond what is listed above, such as supporting artists and events
- Participate in the organization's equity work that constantly strives for a more equitable organization and more equitable arts in Chicago

Qualifications

- A minimum of seven years of experience in fundraising and increasingly responsible managerial experience
- Proven success in securing five- to seven-figure gifts and proven success in building and stewarding relationships with individual, corporate, foundation, and government funders

- Demonstrated experience with multiple areas of giving such as annual fund, major gifts, campaigns, events, foundation and corporate giving/sponsorship, government grants, and planned gifts
- Evident experience and success in building and/or managing a development infrastructure to achieve strategic and annual goals
- Experience in marketing and external communications, including a high-level understanding of a variety of marketing strategies and tactics such as social media, email and direct mail, and branding
- Excellent team building, facilitation, and organizational skills with the ability to manage multiple priorities
- Strong verbal and written communication skills with experience in development and marketing related writing
- Commitment to equity in the workplace and the arts
- Superior interpersonal skills and leadership capability
- Demonstrated capacity to work as a member of an ambitious and successful management team
- Sound judgement and strong discretion in handling sensitive and personal information
- Preferred: experience in Chicago's cultural sector and working with artists and creatives

Hiring Process and Timeline

Application Deadline: March 8, 2023

Anticipated Start Date: May 15, 2023

Organizational Culture

Hyde Park Art Center promotes and develops a culture within its staff that reflects the values and core principles of equity, inclusion, and access. We understand that these have become buzzwords, but we believe deeply in the responsibility we have to change the inequitable landscape of the arts, and we're committed to the hard work it takes to make it better. We believe in intentional risk-taking and experimentation for good and thoughtful reasons, and work collaboratively with one another to ensure alignment and dynamism throughout all we do.

To Apply

Please send a resume and cover letter to Aaron Rodgers, co-Executive Director at jobs@hydeparkart.org. No applicant for employment with Hyde Park Art Center shall be subjected to discrimination because of race, color, sex, national origin, religion, disability, age, reprisal for engaging in anti-discrimination activities, sexual orientation, or parental status.