



DEVELOPMENT ASSOCIATE

Organization Background

[Ingenuity](#) was founded in 2011 to increase arts education access, quality and equity in Chicago Public Schools (CPS), the country's third-largest school district. Our mission is to ensure that every child, in every grade, in every CPS school has access to a high-quality arts education. We are passionate supporters of, and believers in, the power of arts education to transform the lives of students in our public schools. In partnership with CPS leaders and schools, and Chicago's vibrant community of museums, cultural institutions and community-based arts organizations, Ingenuity is driving systemic change in CPS arts education through four interconnected strategies:

- **Data:** we use data to drive CPS arts education access, and disseminate these data through our [artlook](#)® data-mapping platform and our annual [State of the Arts in CPS](#) Progress Report.
- **Professional Learning:** we provide extensive [professional learning](#) to arts educators to support high-quality arts programs in schools.
- **Advocacy:** we advocate for public policies that expand arts education opportunities to students.
- **Grant-making:** through the Creative Schools Fund, we provide grants directly to CPS schools to expand arts programming.

Job Summary

Ingenuity is seeking a full-time Development Associate to support its fundraising efforts. Reporting to the Director of Development, this is the second full-time fundraising position for Ingenuity at an important point in our organizational growth. The ideal candidate for this role is a detail-oriented individual with exceptional writing, communications and project management skills. While the primary focus of this role will be the cultivation, solicitation and stewardship of institutional funders, this position will provide the successful candidate with the opportunity to learn and gain experience in other aspects of development, including individual giving, prospect research, events, and operations.

The Development Associate will interface with Ingenuity staff and board members, and will build and maintain relationships with funders and donors. S/he must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and be willing to contribute to other projects as needed. S/he must exhibit the utmost degree of professionalism in representing Ingenuity. This is an exciting opportunity for a well-organized, proactive individual to be involved with the internal workings of a dynamic, fast-paced, and nationally-recognized arts education organization.

Primary Duties and Responsibilities

Institutional Fundraising (75%)

- Write and submit grant proposals, reports and other communications materials to local, state and national corporate, foundation and government institutions.
- Build and maintain relationships with existing and potential institutional funders.
- Work closely with the Director of Development, Executive Director and other Ingenuity colleagues to develop appropriate strategies, language and priorities for proposal and report submissions.
- Maintain the Development Department's calendar for proposal and report submissions.
- Identify, research and evaluate potential prospects for solicitation.
- Develop project budgets and financial reports that meet funder requirements.
- Meticulously track institutional revenue and documentation.

General (25%)

In addition to the responsibilities listed above, the Development Associate may be called upon to assist in other aspects of fundraising, depending on his/her interests and organizational needs. These may include:

- Individual fundraising: appeals, communications, prospect research, stewardship, etc.
- Development/organizational operations: systems, processes, donor database management, finance, budgeting, etc.
- Donor events management: small- and large-group meetings, large-scale events.

Priority Skills and Experience:

- Excellent communications skills, including writing, editing, proof-reading and speaking.
- Ability to synthesize complex information into easily-understandable written products.
- Ability to manage and prioritize multiple projects and work assignments.
- Excellent interpersonal skills, with high professionalism.
- Exceptionally detail-oriented, with the ability to accomplish projects with little supervision.
- Possess a strong work ethic, with high expectations for self and the quality of work.

Desired Background:

- Bachelor's degree preferred.
- Two years of experience in development, preferably in a grant-writing or similar role.
- Demonstrated interest in arts education and developing new skill sets.
- Proficiency in the Microsoft Office Suite and donor databases (DonorPerfect preferred), or the ability to quickly learn new software.
- Familiarity with the Chicago arts partner community/landscape and Chicago Public Schools is preferred.
- Candidates who possess flexibility, maturity, vision, personal fortitude, and a sense of humor will find it a pleasure to work at Ingenuity.

Reports To

Director of Development

Compensation and Benefits

This is a full-time, salaried position based in Chicago's River North neighborhood. Salary commensurate with experience. Ingenuity offers a generous health insurance and benefits package, matching retirement plan contributions, personal days, and paid vacation and sick time.

Hiring Process and Timeline

To apply, please send the following to employment@ingenuity-inc.org:

- A cover letter and resume detailing your relevant experience and qualifications for this role; and
- A writing sample of at least two pages.

All materials will be held in the strictest confidence.

Ingenuity is an equal opportunity employer. Ingenuity encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply, including ALAANA candidates, transgender and gender non-conforming candidates, as well as candidates from all socio-economic backgrounds. All applicants will be evaluated on a merit basis. In compliance with federal law, any person hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.