



MANAGER, INDIVIDUAL DONOR ENGAGEMENT

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 throughout [artlook®](#) data-mapping platform and our annual [State of the Arts in CPS](#) Progress Report.
- **Partnerships & 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.

Position Overview: Roles and Responsibilities

Ingenuity's development team is comprised of two highly collaborative leaders who partner to design and implement the organization's year-over-year fundraising strategy and initiatives: a Manager of Individual Donor Engagement, and a Manager of Foundation and Corporate Partnerships. Both roles report to the Managing Director, with a matrix report to the Executive Director. In addition to partnering on overall development strategy, the Manager of Individual Donor Engagement will craft a plan for significant growth and development of Ingenuity's individual giving and special event fundraising. Key responsibilities include:

Individual Fundraising (60%)

Prospecting & Cultivation

- Lead the development of innovative strategies to expand individual giving; create and oversee data-driven strategies for annual giving, major giving, monthly giving, and planned giving.
- Working both independently and with the Ingenuity Board of Directors, identify, research, and evaluate potential individual prospects for cultivation and solicitation, and deepen relationships with Ingenuity's existing individual funders.
- Develop cultivation events and appeals (e.g.: Giving Tuesday).

Solicitation

- Serve as Ingenuity's primary liaison to new individual donors.
- Collaborate with the Executive Director, Managing Director, Program Directors, and other staff to develop appropriate strategies, language, and priorities individual appeals.
- Regularly collect, maintain, and analyze/evaluate anecdotal data from senior administrators, Program Directors, and external arts education industry sources to assist with donor prospecting and cultivation.
- Craft and manage writing, editing, and scheduling of all individual fundraising related materials including print and electronic appeals, brochures, communications to stakeholders, including donor solicitations and acknowledgements, and newsletters; produce mailing lists and distribute them to appropriate entities for bulk mailings.

Stewardship

- Serve as Ingenuity's primary ambassador to prospective and existing individual donors.



- Develop and maintain a recurring annual engagement plan that initiates an ongoing dialogue catered to each individual donor via multiple touch points in a given fiscal year to deepen relationships with Ingenuity's existing individual donors.
- Develop and maintain donor engagement materials, including but not limited to quarterly newsletters, brochures and print collateral, annual reports, websites, promotional videos, and program products.
- Lead the stewardship of Ingenuity's individual donors through a "thought-partner-centric" mindset, and proactively cultivate increasingly deeper donor relationships.
- Actively engage individual donor in Ingenuity's ongoing work, activities, and events.

Leadership and Strategy (40%)

Development Strategy (with the Manager of Foundation and Corporate Partnerships)

- Co-manage the creation, implementation and fulfillment of strategies and goals in an annual Development Strategy Plan and goals, aligning to program priorities, Ingenuity's Strategic Plan, and the Development and Community Engagement Board Committee's consideration and approval.
- Co-develop and monitor the Development's department's annual operating budget.
- Track giving revenue, maintain appropriate documentation, and liaise with Ingenuity's external accountant to ensure accurate financial records.
- Co-create a cultivation calendar for the institution, and a strategy for each individual/organization; tailor calendar to donor interest, giving capacity, and type.
- Co-manage donor database systems and record-keeping procedures to: identify and track current and potential donors; record, report, acknowledge and steward all gifts; and provide information to staff and Board on their contacts' engagement with Ingenuity.
- Co-manage and disseminate an annual donor engagement calendar.
- Prepare staff and Board for meetings with prospective and current donors and key stakeholders.
- Support efforts to secure speaking engagements for leaders to build awareness of Ingenuity.
- Develop and disseminate regular progress reports to staff and appropriate Board committees, including process and outcomes.

Board Liaison (with the Manager of Foundation and Corporate Partnerships)

- Serve as the primary liaison to Ingenuity's Board Committee on Development and Community Engagement; Provide support to the Manager of Foundation and Corporate Partnerships on the Finance Committee.
- Collaborate with the Executive Director and Managing Director on supporting the Board Governance and Membership, and Special Initiatives Committees.
- Collaborate with Committee Chairs to set meeting dates, agendas, facilitate discussion, and follow up with action steps between meetings.
- Coordinate and prepare Committee-approved donor engagement materials for Board meetings.
- Collaborate with the Executive Director and Managing Director to engage the Board of Directors in leveraging their networks for support of Ingenuity, including cultivating, soliciting, and stewarding new and existing individual donors and special event sponsors.

Mission-Centered Fundraising and Donor Engagement (with the Manager of Foundation and Corporate Partnerships)

- Co-lead all of Ingenuity's fundraising and donor engagement events.
- Co-lead fundraising strategies and logistical plans for Ingenuity's annual fundraising event.
- Co-develop and lead smaller donor engagement events to cultivate and/or steward new and existing individual/organizational donors.

Knowledge, Skills and Experience

- Demonstrated success in fundraising with a community-based, nonprofit, or service organization.
- Excellent communications skills, including writing, editing, proof-reading, and speaking.
- Attention to detail, with the ability to accomplish projects with little to no supervision.



- Ability to synthesize complex information into easily-understandable written products.
- Ability to manage and prioritize multiple projects and work assignments.
- Excellent interpersonal skills, with the utmost in professionalism.
- A strong work ethic, with high expectations for oneself and the quality of work.
- Excellent relationship-building skills with all stakeholders, including colleagues, Board members, prospects and donors, key community civic leaders, and vendors.
- Strong fiscal management and budgeting skills.
- Proficiency in the Microsoft Office Suite and donor databases (DonorPerfect and GiveCloud preferred), and/or the ability to quickly learn new software.

Desired Background

- At least four years of collaborative fundraising experience with a capacity for strategic thinking and complex problem solving in partnerships with staff and Board.
- A strong grasp of multifaceted fundraising practices; developing and leading data-driven fundraising plans; mission-centric writing; and leading fundraising and donor engagement events.
- Familiarity with the Chicago philanthropic community preferred.
- Previous lived experience, interest in, or connection to Chicago's arts/arts education, youth development, and/or civic community.
- Demonstrated commitment to anti-racism, diversity, equity, and inclusion practices.
- Candidates who possess flexibility, maturity, vision, personal fortitude, and a sense of humor will find it a pleasure to work here.

How We Will Support You

Our values of arts education access, quality and equity underpin how we work day-to-day, and the support we provide to our staff.

- **Commitment to Your Personal Growth:** you are our greatest asset and we are committed to your growth and learning. Every team member has access to annual professional development to deepen or develop skills, and real-time feedback and coaching.
- **Leadership Opportunities:** We value many different types of leaders and possible combinations of leadership roles, so you can grow your career in a way that aligns best with your personal goals.
- **Health and Wellness:** We want you to thrive both in and out of the office and trust you to use good judgment to take the time off that you need so you can bring your best self to work.
- **Inclusivity:** We commit to upholding a positive work environment where everyone can contribute authentically to discussions, develop and share ideas, and where you can bring your whole-self, voice, and lived experience to the work. We will encourage you to think creatively, develop your confidence, and we commit to fostering your professional autonomy in your work.

Compensation and Benefits

This is a full-time, salaried position based in Chicago's River North neighborhood. Compensation will be based on qualifications and experience. Ingenuity offers a generous health insurance and benefits package, matching retirement plan contributions, personal days, and paid vacation and sick time. Ingenuity is currently offering remote work opportunities to its employees several days per week, with the expectation that in-office work will fully return in 2022.

To apply, please send a cover letter and resume detailing your relevant experience and qualifications for this role to employment@ingenuity-inc.org. 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 ALANA 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.