



Title: Development Coordinator
Reports to: Executive Director and Director of Development

General Summary:

Under the supervision of the Executive Director and Director of Development, the Development Coordinator will focus on special events, earned income, and administration of Development activities.

Application Deadline:

Send a resume and letter of interest to Jessica Cochran, Director of Finance and Operations, cochranj@uchicago.edu by October 15, 2018

Essential Functions:

- Lead all Development events activities including annual benefit gala (300+ attendees), opening dinners (40+ attendees), private lunches, small receptions, and members events. This includes managing relationships with vendors, maintaining budgets, creating invitation lists, collecting RSVPs, and overseeing events.
- Develop and execute sales strategies for earned income, working toward measurable goals around publications, the Editions program, and art sales.
- Manage and develop membership programs for general membership levels (\$60, \$150, \$500 levels); new member recruitment, renewals, upgrades, and stewardship.
- Work with the Director of Development to cultivate and bring new members to the Patron (\$2,500) and Curator's Circle (\$1,000) membership groups.
- Administer the grants calendar, identifying rolling timelines for grants and reports, assigning tasks, and assembling complete proposals.
- Update and manage donor information in the Development database (Little Green Light), accurately recording gifts and pledges, tracking moves management, and pulling lists.
- Maintain organized event, grant and donor files and mailing lists, and art and publications inventories.
- Manage development correspondence by producing acknowledgement letters, formal and informal reports, and contact records.
- Attend opening receptions and events outside of business hours, as necessary.
- Other tasks as assigned

THE RENAISSANCE SOCIETY

at the University of Chicago
5811 South Ellis Avenue
Cobb Hall, 4th Floor
Chicago, IL 60637

773 702 8670
info@renaissancesociety.org
renaissancesociety.org

An ideal candidate will be an outgoing self-starter; friendly, entrepreneurial, and conscientious with keen attention to detail and thorough follow-through. They will have the ability to communicate effectively via email, telephone, and in person with many different types of people. Thinking ahead to troubleshoot in advance should come naturally, as well as the quick-thinking diplomacy to address time sensitive issues as they arise.

Other Qualifications:

- Bachelor's degree
- Previous experience working in special events
- Previous experience in contemporary art
- Excellent communication skills
- Proficiency with all Microsoft Office applications (esp. Word, Excel)
- Positive attitude
- Access to a vehicle and willingness to make pickups/deliveries a plus
- Development database experience a plus

The above statements intend to describe the general nature and level of the work performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

ABOUT THE RENAISSANCE SOCIETY

The Renaissance Society at the University of Chicago presents contemporary art exhibitions, events and publications. Founded in 1915 by a group of faculty members, we are an independent, non-collecting museum that combines a flexible, experimental ethos with focused, rigorous inquiry. We aim to create the best possible conditions for art and artists, and the commitment to supporting ambitious artistic expression frequently takes the form of newly commissioned exhibitions. Regular events include artist talks, lectures, concerts and readings, which present opportunities for further discovery and discussion, while publications offer critical reflection on and documentation of the exhibitions.