



Title: Director of Development
Reports to: Executive Director and Chief Curator
Application deadline: June 16, 2023

The Director of Development is a key member of the Renaissance Society staff working closely with the Executive Director, other staff members, and the Board of Directors.

In addition to an exceptional track record in fundraising, the successful candidate will have an entrepreneurial spirit, the flexibility to adapt quickly to changes and new information, and the ability to manage multiple priorities. They will be a proactive problem solver and collaborator who can recognize and seize opportunities as they arise.

This is an in-person position with the option to work remotely two days per week. The Director of Development will be based in or relocate to Chicago, primarily working out of the Renaissance Society office.

RESPONSIBILITIES

- Develop and execute long-term strategic plans for:
 - Major gifts with a focus on cultivation, solicitation and stewardship of individual and foundation donors.
 - The annual giving campaign.
 - The institution's membership program with strategies for growth.
 - A planned giving program.
 - New corporate sponsorship (cash and in-kind).
 - Capital campaign.
- Initiate and manage the cultivation and solicitation of a personal portfolio of donors, and close gifts alone or with Board members and/or the Executive Director. Maintain best practices for donor cultivation and stewardship.
- Provide staff support to the Board of Directors. Serve on Board Committees, including the Development Committee. Help identify and solicit new Board candidates.
- Plan and execute fundraising events including donor cultivation events, the annual RenBen and board trips. Attend opening receptions and events outside of business hours, as necessary.
- Work with the Executive Director to promote and strategically develop the Renaissance Society's "Editions" program.

THE RENAISSANCE SOCIETY

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

773 702 8670
info@renaissancesociety.org
renaissancesociety.org



- Oversee and manage:
 - All aspects of the institution's grant process—budget, calendar, review and approval, supplemental materials, relationships with program officers.
 - The Little Green Light database of members, donors, and prospects.
 - All development correspondence including proposals, thank you and acknowledgment letters, and formal and informal reports.
- Keep informed of philanthropy and tax regulations for possible impacts on development efforts.

QUALIFICATIONS

The ideal candidate will bring the following qualifications:

- A minimum of five to seven years of nonprofit fundraising experience.
- A track record of success with experience in major giving, foundation and corporate relations, annual giving and membership cultivation. Previous planned giving and capital campaign experience is a plus.
- The ability to set strategic direction for a complex development program, monitoring results and ensuring they comply with larger organizational goals.
- Knowledge of planning, finance, budgeting, and development information systems, including donor databases, is essential.
- Strong leadership skills with experience managing staff.
- Prior experience managing board development committees and guiding and supporting their fundraising efforts.
- Excellent communication skills, both written and spoken; the ability to articulate complex messages to a varied constituency; a persuasive ability to generate support on behalf of the museum and to inspire and motivate donors, staff, and prospects.
- A passion for the arts and a commitment to the mission of the Renaissance Society.
- Demonstrated commitment to working collaboratively with peers, staff and management. A “can-do” spirit and willingness to pitch in to help the team.

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- Ability to prioritize tasks and effectively manage competing timelines in a fast-paced environment and to work with limited staff resources
- A commitment to handling donor data and confidential matters with a high level of integrity.
- Willingness to travel locally and work non-traditional hours.
- A bachelor's degree from an accredited college or university.

To apply:

Submit a cover letter and resume to Jessica Cochran, cochranj@uchicago.edu with the subject line: Development Director Application

Application deadline:

June 16, 2023

Salary:

This full-time position is based in Chicago and it comes with medical, dental, vision, life, and 403b benefits. The salary range begins at \$100,000, commensurate with experience.

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 (501c3), 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.

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