Maywood Fine Arts provides affordable, quality, out-of-school-time arts and fitness education to enrich and transform the lives of children and families in Maywood, surrounding western suburbs and the west side of Chicago. MFA seeks to expand students’ imaginations and world view by providing access to a variety of courses, performance opportunities and exhibitions. Teachers with high artistic expectations provide safe, welcoming spaces where young people can develop their athleticism and confidence while exploring their creative talents.

MFA offers group classes in dance, visual arts and drama, tumbling and karate, as well as individual lessons in piano, voice guitar and drums. MFA serves nearly 4,000 children a year from ages 4 – 18 years including 840 enrolled students and 3000 who participate in outreach activities. Outreach programs include Get of the Streets youth employment and Fun and Fitness programs.

MFA’s fundraising keeps tuition low to provide these opportunities where few exist for its students. About 61% of students are from working class or low-income or poverty-level households and about 37% receive classes on scholarship and about 25% receive family discounts. More than 30% of students are now second or third generation, i.e. with parents or grandparents who are MFA ‘alumni.’

Maywood Fine Arts arose from the founders’ over 25-year grassroots effort in the community. MFA renovated a centrally-located bank building (now the Fine Arts Building) and built a state-of-the-art dance and fitness studio, lending pride of place to Maywood. A recently updated strategic plan and fundraising plan identify priorities for strengthening the curriculum and a practical program of evaluation. A maturing organization, MFA also prioritizes the need to employ its first full-time development professional to join a staff of six full-time and 18 part-time employees.

SUMMARY OF POSITION

MFA seeks a motivated Individual Giving Manager to contribute creative fundraising effort and solid results. Goal-driven fundraising activities will continue to be the focus of a highly collaborative culture involving staff, students, families, Board and community members.

The Individual Giving Manager is a newly created position that will support the strategic growth and evolution of the organization led by the Executive Director, Managing Director, senior staff and board members. The objectives for this position are guided by an existing Development Plan which describes a framework for activities, donor contact, and an annual calendar. Responsibilities focus on managing and expanding MFA’s portfolio of the individual donors, its prospect pool, and refining existing administrative processes.
**Individual Giving 75%**

**Implement:** Design and produce the once-a-year Annual Appeal and facilitate involvement of Board members. With Communications Director reinforce the annual appeal with periodic digital (Constant Contact) and social media variations e.g. Giving Tuesday and year-end appeals. Create fundraising or engagement messages for organization-wide monthly e-newsletter.

**Relationships:** Cultivate relationships with board members and donors that lead to meaningful engagement. Support solicitations by staff, board members, and participate directly in solicitations as needed. Assist staff and board members with stewardship, including prompting leadership staff for calls, cards, etc.

**Moves Management:** Co-create strategies for donor connections including qualification, cultivation, solicitation and stewardship.

**Research:** Conduct qualitative and quantitative research on donor prospects and create profiles on prospective individual donors as needed.

**Communications & collateral:** Craft persuasive and compelling correspondence, digital appeals, and stewardship materials for prospects and donors. Work closely with Executive, Managing Director & Communications Director to create an Annual Report.

**Data Management and Administration 20%**

**Documentation:** Maintain accurate and up-to-date records of donor contacts, strategy plans and status using DonorPerfect database. Work closely with Office Manager to ensure timely and accurate recording of gift and acknowledgement information.

**Reporting:** Produce reports generated from Donor Perfect to measure progress toward goals and track status in individual records. Analyze data for trends to support fundraising strategy.

**Complementary & Miscellaneous Duties 5%**

**Liaison to Fundraising Committee:** Work with staff and fundraising committee to develop agendas for committees and prepare minutes of meetings.

**Participate:** In required staff meetings and committee and board meetings as needed

**Presentation:** Act as ambassador by occasionally attending external events and speaking on current projects.

**Special Projects:** Contribute to special projects at MFA, e.g. strategic planning.

**Priority Skills and Experience**

The ideal candidate will have a combination of professional skills and personal qualities. MFA will consider candidates who do not meet every single requirement.

- Three to five years of progressive experience in a fundraising or development environment with a Bachelor’s Degree.
• Demonstrated commitment to the arts. Aptitude for working well with people with artistic and administrative backgrounds.
• Manage multiple projects aspects of individual giving and its related communications needs simultaneously.
• Self-motivation, attention to detail, and well-organized. Ability to work both independently and as part of a cohesive team.
• Ability to pursue fundraising priorities within a fast-paced work place.
• Interest and ability to build internal and external relationships in a culture of collaboration, cooperation and accountability.
• Strong verbal communications and writing skills. Conversational ability to engage people, even those you have never met, be a good listener and advocate for MFA.

**Desired Skills and Experience**

- Experience working or volunteering in a nonprofit educational or artistic organization.
- Exceptional data management, analysis and computer skills.
- Ability to speak and write Spanish and English proficiently.

**Position reports to:** Managing Director

**Compensation and Benefits**

This is a full-time, exempt position with some evening and weekend work required. The salary is between $40,000 - $45,000 annually. MFA offers health insurance (HMO & PPO options). There are paid days off annually split among vacation, sick and holidays. We are open to a workable, flexible hybrid work environment. Employee’s children receive free classes.

Maywood Fine Arts is an EOE/Veteran/ADA/LGBTQ+ employer and committed to building a culturally diverse and pluralistic team.

We are dedicated to continually improve all aspects of our organization. We also know that great candidates can bring talents to the role that we haven’t considered.

**Apply:** Send Resume & Cover letter to Beatrice Juardo, MFA Office Manager, bea@maywoodfinearts.org. The position will remain open until filled but priority will be given to those materials received by May 23, 2022.