



POSITION GUIDE

# DIRECTOR OF DEVELOPMENT Chicago Humanities

## ABOUT CHICAGO HUMANITIES

For over 30 years Chicago Humanities has hosted compelling conversations, engaging events, and powerful performances with some of the leading authors, artists, scholars, policymakers, and thought leaders of our time.

Chicago Humanities (CH) has established itself as a vital member of Chicago's cultural community with a core belief that the arts and humanities play a fundamental role in understanding and addressing the pressing civic, social, and cultural issues of our time. Our events deeply reflect on the past, explore the present, and consider the future through the multiple lenses of the arts, humanities, and social sciences. Insightful, entertaining, and interactive, Chicago Humanities brings audiences together around the ideas of notable figures and thinkers—Nobel Laureates, Pulitzer Prize-winners, MacArthur Fellows, and Oscar, Tony, and Grammy Award-winning artists. In other words, individuals at the forefront of their fields sharing new insights into our human condition.

We present thoughtfully curated festivals (Fall and Spring) in the Loop and neighborhoods across Chicago (from the South Shore to Pilsen, Bronzeville to Hyde Park, Old Town to Evanston), partnering with dozens of longstanding and evolving partnerships with cultural, educational, and civic organizations (local and national).

Chicago Humanities is committed to diversity, equity, accessibility, and inclusion across every aspect of the institution (Board, Staff, partners, speakers, and audiences), and strives to present programming that speaks to the interests, needs, and histories of Chicago's diverse community. We are dedicated to amplifying voices in ways only the arts and humanities are able—with depth, power, perspective, and passion.

Chicago Humanities is a hybrid office, the team working together remotely and in-office; evening and weekend availability is required during the Fall and Spring festival seasons—more information can be found at [chicagohumanities.org](https://chicagohumanities.org).

### KEY FACTS

- **\$2 million** in FY22 contributions
- Approximately **2,000** member-base
- **\$14 million** endowment; **\$3 million** reserves
- **24 FTE / 6 PTE / 4** Seasonal Box Office Staff
- **28-member** Board of Directors

### MISSION

Chicago Humanities connects people to the ideas that shape and define us, and promotes the lifelong exploration of what it means to be human. The organization fosters curiosity, celebrates creativity, explores the boundaries of contemporary knowledge and culture, and challenges us to see ourselves and the world anew.

### VALUES

**Curiosity & Conversation:** We seek opportunities to present and learn through the diverse life experiences, identities, and ideas that help us better understand ourselves, our communities, and our world.

**Equity & Inclusion:** We seek equity by sharing the voices and viewpoints of those who have been kept at the margins, believing that inclusive conversations and experiences can be transformative.

**Access & Participation:** We seek to hold space for and eliminate barriers to participation for the full continuum of human ability, experience, identity, and belief.



### CONNECT WITH CHICAGO HUMANITIES



## THE OPPORTUNITY

Reporting to the Executive Director, the Director of Development oversees Chicago Humanities' individual giving fundraising efforts—major gifts, member/donor cultivation, and annual benefit. The position is responsible for developing and executing an integrated fundraising strategy to raise \$3+ million annually to support Chicago Humanities programming.

The Director is a member of Chicago Humanities' senior leadership (which defines overall institutional strategy) and works closely with the heads of the Programming, Marketing & Communications, Operations, and Finance teams. The Director of Development partners with the Executive Director and Chicago Humanities' Board on fundraising initiatives, as well as serving as a primary liaison to the Board Governance & Nominating and Development & Special Events Committees.

The ideal candidate has meaningful team management and development experience, with an emphasis on effectively growing individual giving, major gifts, and endowment campaigns. Experience with producing and managing events and audience engagement is a plus. The position supervises a staff of four full-time development professionals, plus external contractors (as appropriate) and seasonal part-time staff and interns.

## MAJOR OBJECTIVES

Within the first 12 to 18 months, the Director of Development will achieve the following major objectives:

- Design and implement an ambitious, multi-year strategic development plan that returns the organization to its pre-COVID-19 giving levels of \$3.5M+ annually
- Hire and establish a strong, engaged, and committed Development team with high morale that works collaboratively toward shared goals
- Build trust and confidence with Board of Directors; actively engage members in fundraising efforts, strategically leveraging individual members' personal networks in support of Chicago Humanities
- Lay the groundwork for a gift planning program



## QUALIFICATIONS

The ideal candidate will possess most of the following qualifications:

- At least five-to-seven years of development/fundraising experience with expanding responsibilities, including demonstrated success in annual fundraising and endowment/capital campaigns
- Strong strategic thinking, problem solving, and analytical skills
- Significant experience soliciting and securing major gifts from private and public sources, institutional planning, and experience working with Board leadership
- Experience managing staff, and capacity to mentor, guide, and professionally develop employees
- Natural communication skills (written and verbal), and ability to concisely communicate complex stories about the institution and its programs
- Excellent organizational and planning skills, with ability to clearly analyze data, set priorities, and guide a team in successfully implementing a plan
- Ability to manage intimate details without losing focus on larger overall objectives
- Broad understanding of Chicago's philanthropic and cultural communities would be an advantage
- Strong prioritization skills with the ability to balance multiple projects and lead in a fast-paced, high-pressure environment
- Excellent listening and relationship building skills, with the ability to nurture and maintain a strong rapport with internal and external stakeholders
- A highly collaborative, team-based approach to leadership with the ability to develop and implement a vision while also valuing the input and opinions of others
- A high level of energy with self-motivation and confidence
- Experience with budgeting and P&L
- Knowledge and experience with fundraising management systems (e.g. Raiser's Edge, Patron's Edge, Tessitura) is required; deep experience with Raiser's Edge is an advantage
- A Bachelor's degree or equivalent relevant experience is required; an advanced degree in a related field would be an advantage



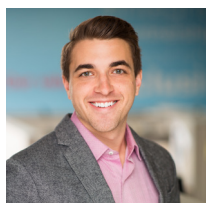
## COMPENSATION AND BENEFITS

This is a full-time position with a salary range of \$135,000-\$145,000. Benefits include fully-covered health insurance (including contributions for deductibles), dental, vision, 403(b) with 7% employer match, equitable parental leave, tax-free commuter spending plan, life insurance, short and long-term disability, and 17 days of paid time off in the first year in addition to a communal winter break (December 25 through New Year's Day). Chicago Humanities observes ten holidays and provides one floating religious holiday.

Chicago Humanities works in a hybrid model, with currently two days in the office, the remainder working remotely. While working remotely, you will have access to a laptop computer and a \$25 per pay period (\$50/month) stipend to offset home internet and personal phone expenses. As part of our commitment to providing a healthy and safe workplace, Chicago Humanities requires employees to provide proof of vaccination against COVID-19 within the first week of employment. If vaccination is not possible, a request for a medical or religious exemption can be made with Human Resources.

## APPLICATION

Chicago Humanities has retained Campbell & Company to conduct this search. The team for this project includes Joey Scheiber, Trinity Gordon, and Christian Cañas.



**JOEY SCHEIBER**  
*Senior Consultant, Executive Search*



**TRINITY GORDON**  
*Associate Consultant, Executive Search*



**CHRISTIAN CAÑAS**  
*Vice President, Executive Search*

[APPLY NOW >](#)

*Chicago Humanities is committed to providing a diverse, equitable and inclusive workplace, where all employees and volunteers, whatever their gender, race, religion, ethnicity, national origin, age, sexual orientation or identity, education or disability, feel valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and policies. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.*



Campbell & Company is a national nonprofit consulting firm that helps organizations create greater impact through executive search, fundraising, communications, and strategic information services.

Campbell & Company has helped place exceptional leaders in all sectors, including human services, arts & culture, education, healthcare, environment, associations and membership organizations, and civic and public affairs.

Underlying all our work is a shared focus on the Campbell & Company mission: to collaborate and innovate with people who change lives through philanthropic vision and action.

Visit us at [campbellcompany.com](https://campbellcompany.com) and connect with us on [LinkedIn](#), [Twitter](#), [Facebook](#), and [Instagram](#).