



Development Coordinator

Full-Time (40 hours/week), Salaried, Exempt

Reports to: Director of Development

Location: Hybrid

Estimated salary range \$55,000 – \$62,000, depending on experience

Cedille Chicago, NFP

Cedille Chicago, NFP is dedicated to bringing Chicago's finest classical musicians to a worldwide audience by recording, distributing, and promoting their work. Through its high-quality recordings on the Cedille Records label, Cedille furthers the careers of outstanding Chicago classical performers and composers as they present innovative programs featuring the music about which they are most passionate.

Why join Cedille?

The Development Coordinator plays a central role in Cedille's fundraising efforts, helping secure the philanthropic support that makes our recordings possible. Working directly with the Director of Development, you'll gain hands-on experience in grant writing, donor stewardship, fundraising events, communications, and development operations while receiving mentorship and increasing responsibility. This is an exceptional opportunity for someone early in their fundraising career who enjoys writing and building relationships, and wants to develop a broad skill set in a collaborative, mission-driven organization.

Responsibilities

Grant Writing and Institutional Giving:

- Support grant activities, including writing, submitting, and reporting for foundation and government sources.
- Help maintain the grants calendar and track proposal and reporting deadlines.
- Partner with colleagues to gather financial and supplementary information for proposals and reports.
- Research new grant opportunities and prospective funders.

Donor Communications:

- Prepare donor communications, including letters, impact reports, campaign materials, and event communications.
- Support donor cultivation and stewardship activities alongside the Director of Development and President.

Events Coordination:

- Help plan and execute fundraising and stewardship events.
- Coordinate event logistics, registrations, guest lists, and communications.

Development Operations and Support:

- Maintain accurate donor records in Salesforce. Generate mailing lists and reports to support fundraising activities.
- Help prepare fundraising communications, including newsletters, letters, emails, and print/digital mailings.
- Provide support to donation processing and acknowledgement functions.
- Attend and support key meetings, including of the Development and Governance committees and full Board meetings as needed.

This position is primarily remote, with visits to the main office as needed. Nights and weekends may be required at times (e.g., for events).

Qualifications

- Associate's or Bachelor's degree preferred.
- One to three years of professional experience in fundraising, communications, marketing, customer service, higher education, arts administration, or another relationship-focused field is preferred. Recent college graduates with exceptional writing, organizational, and communication skills are encouraged to apply.
- Strong organizational skills with the ability to prioritize tasks, manage calendars, track deadlines, and maintain accurate records.
- Exceptional writing, editing, and proofreading skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) required; experience with donor databases or CRM systems is a plus.

Benefits

Cedille believes in providing excellent benefits to our staff family, including:

- Generous paid time off
- Health, dental, vision, and life insurance
- Access to a 403(b) retirement plan with a 10%-of-salary employer contribution
- Paid Parental and Family Medical Leave

An Equal Opportunity Employer

Cedille Chicago is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace for all employees and applicants. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by law.

To Apply

Please submit a résumé and a cover letter describing your interest in Cedille and this position to jobs@cedillerecords.org. Writing is an important part of this role; we encourage applicants to use their cover letter to showcase their communication skills.