

Chicago Arts Partnerships in Education seeks a full-time

Development & Communications Associate

Founded in 1992, CAPE inspires students and cultivates a culture of learning through the creative, collaborative, and social potential of the arts. CAPE catalyzes creative learning, critical thinking, and community engagement through research-based methods that boost student learning and teacher/artist capabilities. CAPE initiates partnerships between schoolteachers and teaching artists who work together to create innovative curricula that integrate artistic and academic subjects. Designed in collaboration with public high-need schools in the Chicago area, CAPE's partnerships nurture the next generation of learners and leaders. Public exhibitions and performances organized by CAPE provide opportunities for our work to connect with audiences beyond the classroom. CAPE works toward a future in which students and communities are empowered by the integration of the arts into their lives, in realization of their academic, creative, and personal development. CAPE is:

- a network of students, teachers, and artists collaborating on inquiry-driven investigations of academic contents and contemporary arts practices. Working together as Artist/Researchers, CAPE partners conduct ongoing collective dialogues and publicly share their work in exhibitions and online formats.
- a network of 70 professional teaching artists bringing innovative and creative thinking to schools
- a strategic partner to 38 schools in Chicago and West Chicago, IL (DuPage County), reaching 3000 students, and hundreds of parents, community members and teachers each year.
- an innovative gallery/studio space, professional development center, and social space for arts educators, students, parents and the community.

To further the reach and impact of CAPE's work, we seek a trustworthy, dedicated, and skilled professional to serve as our **Development & Communications Associate**. Working for CAPE, the Development & Communications Associate will have the opportunity to support and expand a growing network of individual donors by contributing to individual giving efforts, organizing special events, collaborating with CAPE's Board of Directors, and developing and implementing marketing and communications strategies. Guided by the organization's strategic plan, the Development & Communications Associate will support the Executive Director and will coordinate their work with CAPE's Manager of Strategic Operations and other staff.

Responsibilities

Fundraising: Increase contributed income from individuals, foundations & corporations

- Collaborate with board members to implement a range of fundraising events, including one large fundraiser per year, smaller-scale cultivation events, social events, gallery events and others
- Coordinate individual fundraising campaigns by collaborating with board members to set activity calendars and financial goals
- Implement a calendar of fundraising mailings (physical and digital), including

- calendar maintenance, printing, and mailing
- Create individualized solicitations for major donors when appropriate
- Maintain and update information in the donor database (Bloomerang) and create reports as needed by board and staff
- Receive, process and acknowledge contributions through personalized thank you letters, phone calls or other outreach
- Meet quarterly with bookkeeping staff to ensure the accuracy of financial records and budgets

Communications: Inform and engage current and potential donors and audiences

- Cultivate new audiences for CAPE's mission-based programs, gallery exhibitions, and events, through networking, community outreach, partnerships, staff/artist collaboration and targeted communications
- Represent CAPE through social media presence and community outreach efforts, including sustained online and presence-based interactions, in support of audience development and donor acquisition
- Write, design and distribute electronic and printed materials based on the mission and brand elements, including newsletters, emails, websites, annual reports, social media, posters and other materials.
- Leverage the depth of experience of the staff and artists in developing content and sharing CAPE's story
- Write press releases, media alerts, and media pitches
- Work with the Manager of Strategic Operations and Program Staff to visit schools in the development of stories.

Board and Volunteer Relations: Expand CAPE's mission by collaborating with skilled and passionate volunteers

- Schedule committee meetings and confirm attendance
- Attend and take minutes at board and committee meetings as needed
- Participate in the board and committee meetings as needed and appropriate
- Report progress on key performance indicators related to fundraising and marketing activities

Leadership Criteria

- Lead by example with a positive attitude, and a goal-oriented, focused approach to developing internal and external relationships that result in increased funding for CAPE
- Act in a team-centric, results-oriented manner, anticipating needs and promoting the completion of complex, layered projects
- Communicate clearly and eloquently, always acting as an ambassador for CAPE among donors and across departments within the organization
- Become an expert in CAPE's brand, messaging, and voice
- Exhibit always strong donor-centric motives in the cultivation and stewardship of donor prospects, volunteers, and donors that result in increased revenue for CAPE
- Respect and ensure the strict privacy of donors' financial records and personal information
- Handle confidential materials with sensitivity and discretion

Background & Qualifications

- Degree in arts, education, nonprofit management, communications, journalism or a related field, or equivalent experience
- Ability to articulate a passion for the arts, public education, community building, and social justice
- Passion for engaging with donors, both one-on-one and in group settings
- Ability to contribute new ideas and execute existing plans, both independently and as part of a team
- Experience in planning and executing events and fundraisers
- Tech-friendly with proficiency in web-based platforms, including: Notion, GoogleWorkspace, Canva, WordPress, Bloomerang and others
- Knowledgeable about digital photography and video (planning, production, interviewing, tools, and basic editing software), with the ability to produce high-quality photographs and capture video and audio in busy settings without additional on-site assistance
- Ability and willingness to travel occasionally to schools located in Chicago and the suburbs.
- Excellent verbal and written communications skills that can be adapted for different audiences, bi-lingual abilities a plus
- Three years of experience in communications or fundraising preferred but not required

CAPE is an equal opportunity employer. We actively seek a diverse pool of qualified candidates, reflecting Chicago's rich array of talents, values, and experiences.

- **Compensation:** Salary commensurate with experience; Benefits include health, dental, vision, LTD and STD insurance, 401k with matching, and FSA.
- **Status:** Full-time, 9 a.m. to 5 p.m. Monday through Friday, plus occasional evenings and weekends as needed
- **Reports to:** Executive Director
- **Starting Date:** As soon as possible, based on availability
- **Location:** This hybrid position requires the candidate to be based in the Chicago area. In-person work at CAPE, located at 1010 W. 35th Street, Suite 697, Chicago, IL 60609, is required two to three days per week.

To apply, visit: <https://forms.gle/3yiZhM48eJWFNpFR9>

Please attach a cover letter and resume as a .pdf document titled in the following format: **Your Last Name - CAPE DCA.pdf**