



**Merit School of Music
Chicago, Illinois**

Full-time Position Announcement: Now Hiring Development Operations Specialist

Description

The **Development Operations Specialist** is primarily responsible for maintaining the donor database and providing administrative support to the Development Department.

Organization Overview

Since its founding in 1979, Merit School of Music has successfully motivated and developed more than 50,000 young people through high-quality music instruction. The School's comprehensive curriculum, extensive financial aid, sense of community, and the standard of excellence set forth by the faculty and students are major components of its success.

Merit offers a multi-leveled, structured curriculum in a college preparatory environment. Programs take place at the Joy Faith Knapp Music Center in Chicago's West Loop and at nearly 30 locations in neighborhoods across Chicago. Instruction is offered to approximately 3,500 students of all ages, from infants to adults, and from beginners through high school by nearly 150 accomplished faculty members.

Merit has an annual operating budget of \$6 million, of which more than half is supported by contributed revenue.

Mission

Merit School of Music transforms the lives of Chicago-area youth through removing barriers to a high-quality music education.

Reporting Relationship

The Development Operations Specialist reports to the Vice President of Marketing and Development.

Job Responsibilities

Responsibilities of the Development Operations Specialist include, but are not limited to:

- Process donations and prepare acknowledgement letters and other correspondence
- Maintain foundation, corporation, and individual donor files
- Create weekly fundraising reports and other database reports as needed
- Continually update and correct database records

- Assist with direct mailings
- Maintain guest lists, gather, and prepare registration materials and other duties as assigned for fundraising events
- Provide administrative and technical support for Vice President of Development and Marketing
- Support stewardship activities for individuals and institutions
- Participate in logistical support of major fundraising projects and events
- Other duties as assigned

Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Organized and detail-oriented
- Experience with database management
- Experience with Raiser's Edge or similar software highly preferred

Educational Requirements

- High School/GED
- Bachelor's or equivalent work experience
- 2+ years working in database systems

Schedule

Flexible M-F schedule, approximately 30 hours/week. Some evenings required for events.

Compensation

\$20/hour with full health, dental and retirement benefits included.

Interested candidates should send résumé to:

hr@meritmusic.org

No phone calls or faxes will be accepted.

For more information about Merit School of Music, please visit www.meritmusic.org.

Merit School of Music is committed to enhancing the diversity of our musical community, recognizing that by providing a diverse, equitable, and inclusive learning environment for our students, we are preparing them for personal and professional success in an increasingly multicultural and global society. The Merit community recognizes that it has a responsibility for creating and sustaining a learning environment where difference is valued, and where equity and inclusion are practiced.

Merit School of Music encourages individuals from underrepresented populations to apply.

Merit School of Music does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.