

Role Title: Business Development Manager (Part-time)

COMPENSATION	STATUS	BUDGET	REPORTS TO
Salaried \$45-50K	Part-time; 25 hours/Week	\$700,000	Founder/ Artistic Director

ABOUT THE ORGANIZATION

Visceral Dance is a national and internationally recognized driving force in contemporary dance founded and led by Artistic Director, Nick Pupillo. This company exemplifies his daring vision to explore the infinite possibilities of contemporary movement and present the best of emerging, established, and innovative choreographers. The company is recognized for its exceptional technicality, diversity, versatility, and daring athleticism. Our mission is to create work that is meaningful and powerful, that confronts us and connects us in a transformative way.

Visceral Dance has been praised for its accessibility in programming by presenting dynamic performances that appeal to a wide range of audiences. In Chicago, Visceral Dance performs over 25 times a year and provides educational programming - expanding their reach while ensuring dance and art is accessible to all communities. We are a lean, mission-driven team that values creativity, equity, and transparency — in our art and in our operations. As we grow, we are seeking a skilled fundraising professional to partner with our leadership and board to strengthen our contributed revenue.

POSITION OVERVIEW

The Business Development Manager (BDM) will work part-time in collaboration with our close-knit team to help design, implement, and steward a comprehensive development strategy. This role is ideal for an experienced arts fundraiser who can bring valued past experiences or new perspectives. The BDM will work closely with the Founder/Artistic Director, Business Operations Manager, interns, and board members to grow individual giving, manage the grants portfolio, and support major fundraising events. We seek strong collaboration and interpersonal skills as you will be a key part of our team of colleagues, interns and volunteers that work closely together to drive an engaging and fulfilling culture for all.

SCOPE OF WORK

Individual Giving

- Develop and implement an annual individual giving strategy, including year-end appeal, mid-year campaigns, and major donor cultivation
- Manage a portfolio of current and prospective donors; conduct outreach, meetings, and follow-up in coordination with the Artistic Director
- Draft donor acknowledgment letters, impact reports, and stewardship communications
- Maintain accurate and current donor records in the CRM database
- Identify and research new major gift and mid-level donor prospects

Grants Management

- Manage the full grants calendar: research, LOIs, applications, reporting deadlines, and stewardship
- Write compelling grant narratives for foundation, corporate, and government funders
- Maintain relationships with current funders and cultivate new institutional partnerships and new grants

- Track and report on grant outcomes and deliverables in coordination with program staff

Events & Campaigns

- Provide strategic counsel and project management support for the annual gala or major fundraising event
- Develop solicitation and sponsorship materials for corporate and individual event supporters
- Support crowdfunding or special campaign initiatives as needed

Board Partnership

- Support board members in their fundraising roles through training, talking points, and relationship briefings
- Prepare development reports for board meetings, including pipeline updates and revenue tracking against goals

Strategy & Planning

- Conduct ongoing assessments of current development infrastructure and recommend improvements
- Set annual contributed revenue goals in collaboration with leadership and track progress monthly
- Advise on donor communication calendar and fundraising messaging across channels

QUALIFICATIONS

Required

- Minimum 3 years of nonprofit fundraising experience, with a track record of meeting contributed revenue goals
- Demonstrated success in grant writing and foundation relations
- Experience with individual donor cultivation and major gift solicitation
- Strong writing skills — able to produce compelling, mission-aligned narratives and donor communications
- Familiarity with CRM/donor management systems (Little Green Light)
- Ability to work independently, manage multiple deadlines, and communicate proactively with a small staff team

Preferred

- Prior experience fundraising for a dance or performing arts organization
- Established relationships with Chicago-area arts funders
- Experience designing or growing a mid-level or major gifts program from the ground up
- CFRE certification or equivalent professional credential

COMPENSATION

This is a part-time, salaried, exempt position. Compensation is commensurate with experience within the range of \$45-50K annually (25 Hrs/Week). We are committed to equitable, transparent compensation practices. There is a 401k plan as well as an annual allocation for workshops and continuing education. Some additional perks include membership to Chicago Athletic Clubs, Guild Row Chicago Social Club, and Visceral Dance Center classes.

WORK ENVIRONMENT & SCHEDULE

The Business Development Manager works from the company's administrative offices. Evening and weekend availability may be required for events and board meetings.

HOW TO APPLY

Interested applicants are encouraged to apply here: <https://www.ziprecruiter.com/job/d9f9f4a6>

- A brief letter of interest describing your approach to arts fundraising and relevant experience
- A current resume or professional bio
- Three professional references

We will review submissions on a rolling basis and conduct initial conversations via phone or video. We welcome proposals from consultants at all career stages and strongly encourage submissions from BIPOC fundraisers and those with deep roots in the Chicago arts community.