



200 W Madison St, Fl 3
Chicago, IL 60606
(312) 470-6325

info@unitedstatesartists.org
unitedstatesartists.org

March 2026

Director, Development

DESCRIPTION

The Director, Development is responsible for implementation and stewardship of a comprehensive fundraising strategy that generates \$4–6 million annually while building sustainable and diversified revenue streams. Reporting to and working in close partnership with the CEO, this role advances a robust fundraising program engaging individuals, foundations, corporations, and special events.

The Director oversees the Development function, supervises staff and contractors, and serves as a strategic thought partner. In close collaboration with the CEO and Board of Trustees, this leader strengthens fundraising performance, deepens philanthropic relationships, and builds long-term organizational capacity to support artists and the conditions that enable them to thrive.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Leadership

- Develop and implement, in close partnership with the CEO and senior staff, an integrated fundraising plan encompassing individual giving, foundation support, corporate sponsorship, and special events;
- Work closely with the CEO and Board to strengthen fundraising performance and expand USA's philanthropic network;
- Lead in the coordination and communication across departments (program, communications, executive, and finance) to ensure alignment of development activity with program and operation goals;



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- Provide metrics, manage tracking of donor interactions and results, and provide reports to understand and share progress;
- Build long-term fundraising infrastructure to support organizational growth.

Fundraising & Revenue Growth

- Direct and coordinate fundraising initiatives to ensure robust, long-term support for the USA Fellowship program;
- Deepen relationships with and build engagement programs for long-standing donors and re-engage founding supporters in collaboration with the CEO and Board;
- Strategize with the CEO and Board to secure multi-year institutional support locally and nationally;
- Expand corporate partnerships and sponsorship opportunities;
- Oversee development staff and consultants in the management of grant calendars, proposal development, and reporting.

Events & Donor Engagement

- Work with key program and communication teams to produce key events, including Assembly, Listening Parties, Artist Salons, and other cultivation opportunities;
- Coordinate with the CEO to design tailored donor engagement strategies that deepen investment and long-term commitment.

Administrative

- Provide insights and management in maintaining, improving data management of fundraising and engagement activities;
- Oversee the development and delivery of correspondence, applications and requests, and required reports to individuals and institutional donors;
- Collaborate and share progress on fundraising activities and progress with Board (committees) and staff.



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IDEAL CHARACTERISTICS

- Minimum seven years of leadership experience in a nonprofit external affairs role with a proven record of success in meeting annual fundraising goals;
- Effective communicator in written and verbal form, including exceptional interpersonal, networking, and presentation skills;
- Ability to work effectively with an incredibly diverse community;
- Demonstrated leadership skills and experience in successfully managing and developing others;
- Willing to be hands-on in developing and executing a variety of strategies ranging from the internal day-to-day to external long-term strategy;
- Ability to maintain relationships with various stakeholders including staff, Board, artists and program partners;
- A commitment to USA's mission.

ADDITIONAL SKILLS

- Must be willing to travel and attend in person events and meetings;
- Familiarity and/or proficiency with Google Suite, Microsoft Office, Asana, Airtable, Dropbox, CMS systems and databases, and/or similar software and platforms.

OTHER CHARACTERISTICS

The successful candidate will be entrepreneurial with the ability to lead and work in a team environment, partnering with other members of the staff to enhance the fundraising function of United States Artists and to create a consistent communications strategy. The Director, Development will be passionate about the opportunities USA offers to the national artist community and will be able to effectively communicate this enthusiasm to peers and funders, thereby expanding USA's relationships.



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The Director should work well with others and exercise good judgment in terms of leveraging resources and targeting communications channels and donors. The Director will be savvy about forming new partnerships and deepening relationships with existing partners and donors and at ease with collaborating both internally with staff and externally with public entities. The ability to troubleshoot, think creatively, and represent USA effectively are key attributes. The Director will be a team player who understands the dynamics of working within a small, productive staff that is constantly dependent on and accountable to one another. The placement will be confident and know how to enable a team to perform at the highest level and achieve the best possible outcomes. The Director will be a sharp, sophisticated leader with a sense of humor who can articulate USA's mission to external audiences and have the strategic capacity to design a fundraising and communications plan to successfully support United States Artists.

ABOUT UNITED STATES ARTISTS

United States Artists (USA) plays a pivotal role in the nation's cultural ecosystem, advancing the well-being of artists through unrestricted funding and tailored professional services, amplifying artists' work, and improving conditions that support their essential roles in society.

United States Artists was founded in response to a 2003 Urban Institute study, which revealed that 96% of Americans valued art in their lives, while only 27% valued artists. Motivated by the study and in response to the NEA's severe budget cuts, four inspiring leaders of the Ford, Rockefeller, Rasmuson, and Prudential Foundations spearheaded the launch of an organization to illuminate the value of artists to American society and address their economic challenges.

Since our founding in 2005, we have awarded more than 1,000 artists and cultural practitioners with more than \$50 million of



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direct support, including the signature United States Artists Fellowship program and Initiatives partnerships. USA's nomination-based programs support artists and cultural practitioners across the United States and its territories with \$50,000 to \$100,000 unrestricted awards. Recipients are honored in all disciplines including Architecture & Design, Craft, Dance, Film, Media, Music, Theater & Performance, Traditional Arts, Visual Art, and Writing. In addition to unrestricted funding, each Fellow receives access to tailored services including financial planning, career consulting, and legal advice, among others.

Six years ago, United States Artists began Initiatives, a program area that offers experience, capacity, and methodologies to donors and philanthropies who seek to support artists in specific, focused ways and require research, project design, and management to meet their goals of providing new resources for artists. Currently, USA Initiatives partners with leading philanthropies to offer the Creative Impact Awards, Disability Futures, Knight Arts + Tech Fellowship, Maxwell | Hanrahan Awards in Craft, The Rainin Arts Fellowship, Seed and Bloom: Detroit, and the Wagner Arts Fellowship.

Additionally, informed by an 18-month discovery phase that began in 2024, USA is working with field partners to implement programs that lay the foundation for a new integrated system of artist infrastructure support. This will involve two key programs: Artists Capital Fund that aims to expand artists' access to non-extractive capital so that they can level irregular income flows, avoid predatory debt, and make investments in their creative work and communities; and National Arts Policy Alliance (NAPA), focused on advancing policy work that supports creative and cultural workers building collective power through local organizing, national coordination, and cross-sector alliances. For more information about USA, please visit unitedstatesartists.org.



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SALARY, BENEFITS, AND LOCATION

This is a full-time role, with a 4-day work week that includes 5-day work weeks for special events and quarterly board meetings. The starting salary range is \$100,000 - \$140,000, annually.

The full compensation package includes medical, dental, and vision insurance coverage, with benefits eligibility after a 90-day introductory period. Additional benefits include: 120 vacation hours (12 days); 80 sick hours (8 days); flexible work scheduling; paid holidays; one week office closure annually in December; a 403b contribution, plus an additional match; professional development coverage; and telecommunications reimbursement.

United States Artists is headquartered in Chicago, IL. This is a hybrid position that works with a team that is largely remote, with current members based in Chicago, New York, and Philadelphia, among other locales. Due to the nature of this role, the individual can be located anywhere in the U.S., but needs to be able to start work by 9:00 AM Eastern Standard Time.

APPLICATION INFORMATION

Interested and qualified candidates should send a cover letter and resume to jobs@unitedstatesartists.org. In the subject line of your emailed application, please write "USA Director, Development."

United States Artists is committed to a policy of nondiscrimination as an Equal Opportunity Employer. USA's policy is to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental disability unrelated to ability, sexual orientation, religion, political philosophy, unfavorable discharge from military service or age in all phases of employment practices and facilities in accordance with all applicable laws. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.