

PARAMOUNT
THEATRE

EXECUTIVE RECRUITMENT

The Paramount Theatre / Aurora Civic Center Authority (ACCA)

Chief Development Officer



TWB
FUNDRAISING

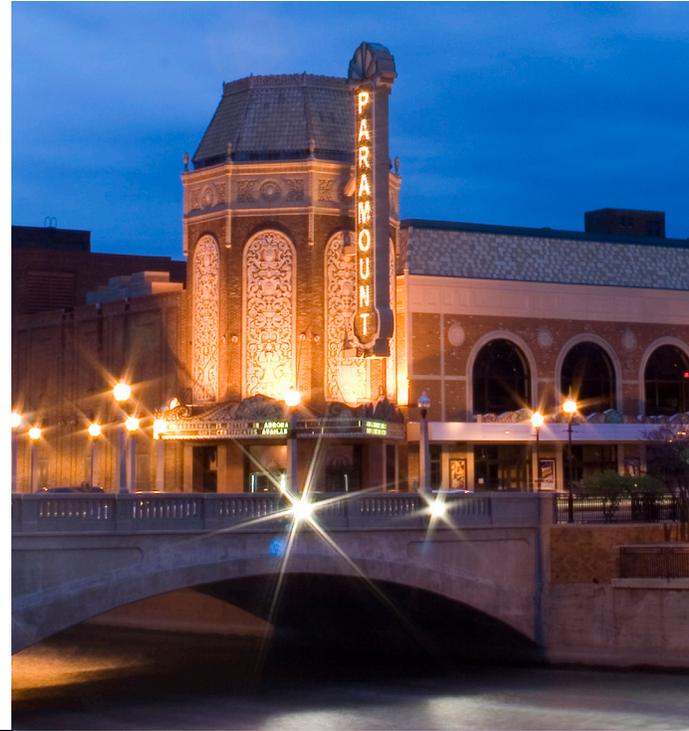


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CHIEF DEVELOPMENT OFFICER

About Us

Located on Stolp Island in downtown Aurora, Illinois, The Paramount Theatre and its parent organization—the Aurora Civic Center Authority (ACCA) serve more than 350,000 patrons annually across a growing campus that includes Paramount Theatre, RiverEdge Park, Copley Theatre, Stolp Island Theatre, Paramount’s Meyer Ballroom, and the Paramount School of the Arts. We are committed to making the performing arts accessible for every age and socioeconomic background, introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world, and contributing to the future stability and growth of Aurora’s downtown.



ACCA operates four venues:

- RiverEdge Park (6,000 capacity outdoor venue)
- Paramount Theatre (1,843-seat landmark theatre with the nation’s largest musical subscription base)
- Copley Theatre (165-seat intimate venue)
- Stolp Island Theatre (brand new 98-seat theatre)

ACCA produces and presents more than 500 performances each year—from a nationally recognized Broadway Series to concerts, community programs, and arts education for learners of all ages. We are also home to the Paramount School of the Arts, based in the John C. Dunham Aurora Arts Center. Our commitment to artistic excellence is reflected in our awards, including a total of 26 nominations across six productions for the 2025 Equity Joseph Jefferson Awards, the most of any Chicago-area theatre.

At the heart of ACCA’s work is a belief in personal and community transformation through accessible, inclusive, and inspiring arts experiences. Our work is underscored by a public commitment to equity, social justice, and inclusion.

Position Overview

ACCA seeks a strategic, relationship-driven Chief Development Officer (CDO) to design, lead, and grow a best-practice fundraising program during a pivotal time of momentum.



Reporting to the President & CEO and serving on the senior leadership team, the CDO will shape a comprehensive development strategy, prepare and launch a multi-million-dollar comprehensive campaign, and personally cultivate, solicit, and steward a portfolio of major donors and institutional partners. The CDO will lead and mentor a high-performing team, deepen a culture of philanthropy across the organization, and serve as an engaging ambassador for ACCA in the community.

What You Will Do:

Lead with Strategy.

Establish a cohesive, data-informed development plan aligned to organizational priorities. Partner closely with the President & CEO, Board, and senior colleagues to set clear goals, forecast revenue with accuracy, and integrate development with programming, marketing, and finance.

Grow Major Gifts & Campaign.

Build and manage a robust portfolio, advancing six- and seven-figure relationships through thoughtful moves management. Design campaign strategy and infrastructure, match funding opportunities to donor interests, and ensure effective benchmarking and reporting.

Inspire and Elevate the Team.

Hire, coach, and retain top fundraising talent. Set priorities and metrics, foster collaboration and transparency, and invest in professional development so the strong internal fundraising team can do its best work.

Champion a Culture of Philanthropy.

Engage Board members, internal stakeholders, and volunteers as partners in philanthropy, and model donor-centric storytelling that links gifts to impact across all our programs.

Advance Brand & Community Presence.

Serve as an enthusiastic external ambassador, build relationships that expand visibility and resources, and communicate ACCA's mission with warmth, clarity, and purpose.

■ Key Responsibilities

Team Leadership and Development

- Set clear direction, priorities, and measurable goals for the development team
- Hire, mentor, and retain top fundraising talent while fostering collaboration and transparency
- Establish systems for accountability, professional development, and staff growth

Major Gifts and Campaign Leadership

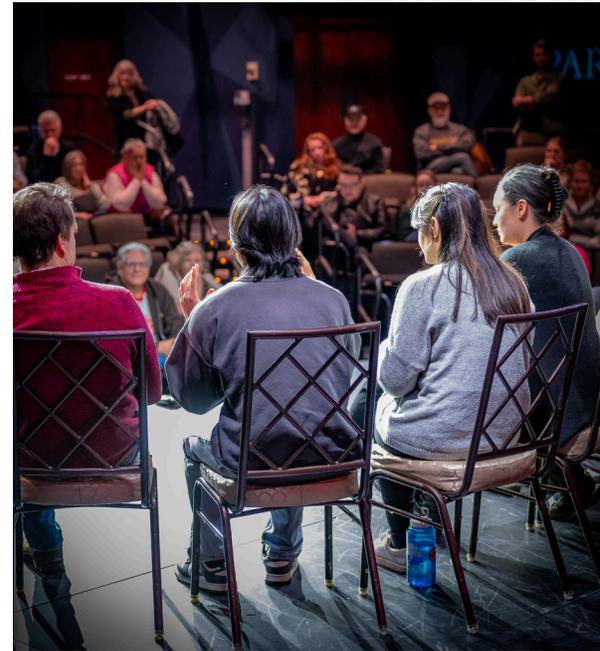
- Personally manage and solicit a portfolio of major donors and prospects
- Lead preparation and implementation of a comprehensive, multi-million-dollar campaign
- Identify and match funding opportunities with donor interests
- Ensure effective use of metrics, data, and benchmarking

Strategic Leadership and Board Engagement

- Serve as an active member of the senior leadership team
- Partner with the President, Board of Directors, and senior staff to cultivate a culture of philanthropy
- Provide accurate fundraising forecasts and reporting in collaboration with Finance
- Support governance and Board recruitment as needed

Community Engagement and Brand Advancement

- Serve as an engaging ambassador for Paramount in the community
- Build relationships that enhance Paramount's visibility and funding opportunities
- Promote the organization's mission through compelling donor and public messaging



■ Essential Qualifications

You bring 6–8+ years of progressively responsible fundraising leadership (ideally in the arts or a closely related field) and a track record of closing six- and seven-figure gifts. You have built and led high-performing teams; partnered effectively with executives and Boards; and used metrics, systems, and storytelling to drive results. You are an excellent communicator and relationship-builder, entrepreneurial and data-savvy, with knowledge of development best practices. A bachelor's degree is required; an advanced degree is preferred. Ability to travel and to work select evenings/weekends for performances and events, occasional longer-term travel required.



- 6–8 years of progressively responsible fundraising leadership, preferably in the arts
- Proven track record managing a donor portfolio and securing six- and seven-figure gifts
- Demonstrated ability to build and lead high-performing fundraising teams
- Experience working with boards and senior leadership
- Strong communication, presentation, and relationship-building skills
- Entrepreneurial, data-driven mindset with knowledge of fundraising best practices
- Bachelor's degree required; advanced degree preferred
- Ability to travel as needed
- Previous campaign experience is a plus

■ Compensation and Benefits

The salary range for this role is \$170–\$190,000 commensurate with experience. ACCA provides an excellent benefits package including health, dental, and vision insurance; group life insurance; a 401(k) plan; and paid time off. Hybrid work is possible, with occasional remote work. Vacation time increases with tenure, beginning with 5 days after 3 months and building to 10 days after one year—along with 5 sick days and 5 PTOIL days annually. .



ACCA is an Equal Opportunity Employer and actively encourages candidates of all backgrounds; including people of color, women, LGBTQ individuals, people with disabilities, and veterans to apply.

■ Application Process

The search is being conducted by TWB Fundraising.

Please submit a cover letter and resume to
Amy Funk, Senior Vice President at afunk@twbfundraising.com.

No calls, please.

