



Director of Development
Position Description
Fall 2017

Mission

826CHI is a non-profit organization dedicated to supporting students ages 6 to 18 with their creative and expository writing skills, and to helping teachers inspire their students to write. Our services are structured around the understanding that great leaps in learning can happen with one-on-one attention, and that strong writing skills are fundamental to future success. More information can be found at www.826chi.org.

Culture

826CHI is a creative organization that highly values collaboration, creativity, and strategic thinking. There is a lot of laughter in the 826CHI office, yet we take our work seriously and operate with a high degree of professionalism. 826CHI staff members work hard, care about details, and work both independently and as part of a team. Our model is inherently community-based and values building strong relationships with Chicago's many communities.

Commitment to Inclusion

As an organization committed to encouraging youth in their creative expression, personal growth, and academic success, 826CHI recognizes the importance of diversity at all levels and in all aspects of our work. In order to build and maintain the safe, supportive 826 environment in which great leaps of learning occur, we commit to inclusion: we will not discriminate on the basis of race, religion, ethnicity, age, gender identity, sexual orientation, socio-economic status, nationality, marital status, language, parental status, military service, or (dis)ability. We strive to put our values into action through planning, decision making, and community building.

ABOUT THE POSITION

As the leader of 826CHI's fundraising program, the Director of Development is responsible for spearheading significant growth with individual donors, corporate sponsorships, events, and special campaigns to support the mission of 826CHI. The Director of Development works in partnership with the Executive Director and Board of Directors to build and execute strategy for long-term financial sustainability.

Key Responsibilities

- Thoroughly understand the mission of 826CHI and its programs, and serve as an enthusiastic, effective advocate of these programs within the community.
- Work with ED to develop a comprehensive fundraising plan that advances resource development goals in 826CHI strategic plan.
- Expand major donor program, with the goal of broadening the donor base through prospect identification and cultivation, and stewardship.
- Develop strong relationships with Chicago-based and national businesses/corporations through sponsorships and group volunteerism.
- Work with the Board of Directors to leverage their networks, relationships and ideas to generate partnerships and opportunities.
- Lead planning and implementation for major campaigns, including end of year and spring appeals.
- Build development operations and oversee systems that allow for greater efficiency and productivity, and foster best practices.
- Direct the research, writing, and submitting of grant proposals on a timely basis.
- Diversify revenue sources, with a special focus on cultivating a diverse donor base reflecting the background and neighborhoods of 826CHI students.

- Manage the creation of a valuable and engaging annual report with graphic designers.
- Manage donor relationships using Salesforce.
- Cultivate strong cross-departmental collaboration to engender an organizational culture of philanthropy.
- Establish a positive, collaborative relationship with the Executive Director, Board of Directors, and volunteers to assure the most effective use of talent, resources, and ideas in fundraising; instill best development practices across the organization.
- Direct management of fundraising events, including peer-to-peer fundraisers, cocktail parties, dinners, and an annual gala.
- Manage development team of three, grow their impact through coaching, mentorship, and professional development planning.
- Direct Associate Board and support their executive team and fundraising efforts.
- Develop internal and external briefing materials, strategies, proposals, presentations, reports, and fundraising collateral.
- Participate in the national conversation of fundraisers across the 826 network.
- Manage communications staff, initiatives, and campaigns to effectively increase visibility across Chicago.

Qualifications and skills

- Minimum five years of experience in nonprofit fundraising with individuals, foundations and/or corporations.
- Minimum two years of experience leading a team and managing staff.
- Experience using Salesforce or similar moves management software.
- Demonstrated success developing a major gifts program.
- Experience organizing fundraising galas.
- Committed to working with diverse student and community populations.
- Excellent written and oral communication skills, including the ability to make articulate presentations to individuals and groups, and the ability to write effectively and persuasively.
- Excellent judgment and initiative; enthusiastic and entrepreneurial.
- Comfortable coaching, supporting, training and retaining young professionals.
- Experience in growing nonprofit organizations or start-ups.
- Active listener, with an ability to synthesize information and translate into strategy or action plans.
- Outstanding ability to thrive under pressure and effectively manage multiple responsibilities.
- Experience with managing up and laterally to accomplish goals.
- Passion for youth education and baseline understanding of issues facing the public schools.

Reporting

The Director of Development reports to Executive Director and is a member of the Leadership Team. The Director of Development manages the Development Team, comprised of two AmeriCorps VISTA members (Data and Impact Coordinator / Communications Coordinator) and one full-time Development Coordinator.

Benefits

826CHI is committed to creating an environment that is supportive of learning, growth and staff development. Our investment in staff includes: Competitive salary commensurate with experience. Health benefits after 90 days of employment. Paid holidays and vacation.

To apply

826CHI is an equal opportunity employer. 826CHI is committed to building a culturally diverse and pluralistic team. We strongly encourage applicants from underrepresented communities in the education and nonprofit sectors to apply. To apply, please submit your letter of interest, resume, and list of three professional references to Hiring@826chi.org. For questions, please call 773.772.8108.

826CHI does not discriminate in hiring. We encourage people from all backgrounds to apply for this and all posted positions.