



DIRECTOR OF DEVELOPMENT

POSITION SUMMARY

Every action, decision, program activity or other initiative we undertake must be consistent with our mission, vision and values. It must also aim to further Teen Parent Connection's goals of: child abuse prevention, increasing access to resources, promoting family self-sufficiency, teen pregnancy prevention, etc.

The Director of Development creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, friend/fundraising events and in-kind resources. The Director of Development is a part of the organization's management and development team. This position reports directly to the Executive Director, and supervises the volunteers and interns assigned to them.

JOB RELATIONSHIPS

- Reports directly to the Executive Director.
- Works collaboratively with other Directors and Managers and support staff.
- Member of Management Team and participates in all Management Meetings.
- Liaison Staff to Development Committee of the Board of Directors.
- Supervises Special Event Volunteers and other staff and volunteers as assigned.

ESSENTIAL FUNCTIONS

Resource Development – Fund the Annual Budget

- Collaborate with the Board of Directors and Executive Director to create a fund development plan which increases revenues to support the strategic direction of the organization.
- Implement the fund development plan in accordance with ethical fundraising principles
- Identify, research, and evaluate potential corporate, foundation, government, and community prospects for solicitation.
- Maintain oversight and monitor the effectiveness of fundraising activities including: special events, sponsorships, direct mail and e-appeals, corporate partnership initiatives and major giving.
- Lead the planning and execution of all fundraising events. Event responsibilities include the recruitment, training and supervision of event volunteers, manage event details including marketing, ticket sales, invitations, silent auction and/or raffle and coordinate event publicity, logistics, budget and expense management, etc.
- Develop innovative strategies to expand the net proceeds from fundraising events.
- Working in partnership with resource development committee: develop, implement, monitor and problem solve strategies that engage the board in resource raising activities.
- As a member of the Development team, participate in the planning, writing and reviewing grants proposals.
- In partnership with the Development team, develop a system to monitor progress toward short- and long-term fundraising strategy and goals.

Relationships - Developing and Maintaining

- Schedule and prepare Executive Director for donor stewardship and solicitation calls and visits.
- Schedule and prepare members of the board, founder and key staff for donor stewardship and solicitations.
- Support and grow existing strategies and develop innovative ways to expand individual giving donor base. Determine appropriate strategies and priorities for soliciting major gifts from individual donors.
- Cultivate and steward relationships with current and prospective individual donors.
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
- Foster an understanding of philanthropy within the organization.
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts.
- Coordinating all media and public relations outreach and opportunities.
- Manage the organization's marketing, messaging and communications, including setting and monitoring adherence to branding and key messages.
- Managing media and public relations efforts and opportunities to promote the organizations programs. Includes regular vetting and updating all social media i.e.: Twitter, Facebook, Website, Blogs, etc.
- In partnership with the Business Manager and Executive Director, prepare the Development department budget. Managing expense budgets for all fundraising, public relations and communications efforts.
- Serving as a public representative of the organization, including cultivating relationships with community members, including prospective volunteers and supporters in order to build awareness of Teen Parent Connection's work in the community.
- Train and support the board, staff and volunteers to be effective fundraisers and ambassadors of the mission.

Functional Responsibilities

- Participate in Board of Directors meetings and preparing reports and updates as requested by the Executive Director and Board.
- Supervising, setting goals with and for, and reviewing the performance of development of the staff, interns and volunteers as assigned by the Executive Director.
- Follow major trends or changes in philanthropy and help inform, prepare and position Teen Parent Connection to respond to them.
- Prepare monthly reports tracking progress toward revenue goals.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner.
- Develop policies and procedures for the development department which reflect ethical fundraising practices.
- Develop and gain approval for an annual income and expenditure budget for the fund development program.
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree required.
- Minimum of three years' experience in fundraising, public relations/marketing and management.
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations and government agencies.
- Experience in donor cultivation, grant writing, contracts management and special events.
- Knowledge of and connections to the funding community.
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture.
- Strong written and verbal communication skills.
- Strong interpersonal, supervision, administration and management skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Proficiency in Microsoft Office programs.
- Familiarity with donor tracking systems, Donor Perfect preferred.
- Ability to work with diverse groups of people.
- Sound judgment, professionalism and a positive attitude.
- Resourcefulness, creativity and strong problem-solving skills. Must have dependable transportation for local travel in DuPage County area. Valid driver's license and proof of auto insurance are required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a variety of settings, including office environment and community based sites.

- COVID-19 vaccination is required.
- Ability to drive a car (does not include transportation of participants).
- Ability to lift and carry up to 40 lbs and climb stairs several times per day – often carrying 20+ pounds.
- Ability to climb stairs and ambulate in and out of site locations in all weather.
- Ability to sit and stand for extended periods of time.
- Ability to bend and reach.
- Ability to learn and communicate written, verbal, and visual methods effectively and efficiently.

APPLICATION INSTRUCTIONS

Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Position is salaried exempt with a range of \$58,000 - \$62,500 annually depending on experience and qualifications.

To apply, please email letter of interest and resume to missyc@teenparentconnection.org