



## **DIRECTOR OF FUNDRAISING & DEVELOPMENT**

### **POSITION SUMMARY**

The Director of Fundraising & Development is responsible for creating and overseeing 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 Fundraising & Development manages relationships with the agency's donors and funding partners. Responsibilities include planning and executing fundraising events, stewardship of donors to encourage ongoing contributions, and seeking out opportunities for financial support through grants and sponsorships.

### **JOB RELATIONSHIPS**

- Reports directly to the Executive Director.
- Works collaboratively with other Directors, 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**

- Collaborate with the Board of Directors and Executive Director to create a fund development plan that increases revenues to support the strategic direction of the organization.
- Identify, research, and evaluate potential individual, major donor, corporate, foundation, government, and community prospects for solicitation.
- Oversee, monitor and report on the effectiveness of fundraising activities.
- Lead the planning and execution of all fundraising events.
- Participate in the planning, writing and reviewing grants proposals.
- Develop and manage fundraising calendar to ensure strategic plans and critical fund raising processes are carried out in a timely manner.
- Schedule donor stewardship and solicitation calls and visits.
- Manage donor database and ensure integrity, reliability, and confidentiality of all donor data.
- Initiate and execute all gift recognition processes, including preparing and sending donor acknowledgments.
- Coordinate all media and public relations outreach and opportunities - including social media.
- Manage the organization's marketing, messaging and communications, including setting and monitoring adherence to branding and key messages.
- Manage the Development department budget.
- Act as a representative of the organization in the community.
- Train and support the board, staff and volunteers to be effective fundraisers and ambassadors of the mission.
- 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.

- Must be fully vaccinated against COVID-19. Reasonable accommodations will be considered on a case-by-case basis in accordance with applicable law.
- 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 \$70,000 - \$72,500 annually depending on experience and qualifications.

To apply, please email letter of interest and resume to [missyc@teenparentconnection.org](mailto:missyc@teenparentconnection.org)