POSITION ANNOUNCEMENT
Individual Giving and Campaign Manager

Chicago Foundation for Women (CFW) invests in women and girls as catalysts, building strong communities for all. CFW funds organizations working to solve the biggest problems facing women and girls: economic insecurity, violence, and lack of access to health care and information. In addition to grantmaking, CFW invests in developing women leaders and advocates, and brings together diverse coalitions to collaborate, share resources and develop solutions. Since its founding in 1985, CFW has invested nearly $39 million in organizations supporting women, girls, trans, and gender non-binary people across the Chicago metropolitan region.

Chicago Foundation for Women’s Principles and Strategic Direction

CFW’s current strategic plan, Developing Leaders, Leading Change, is a road map for expanded impact via growth in CFW’s leadership development efforts and catalyzing the work of others in support of our mission. Now entering the fifth year of the plan, CFW continues to maintain its focus on supporting economic security, access to health care, and freedom from violence for women and girls, while undertaking a significant initiative to build and lead a growing Equity Network to move our region toward CFW’s vision to achieve gender equity for Chicago’s women and girls within a generation. It is an ambitious goal, but one we believe is possible through smart, targeted investments and collective buy-in. The specific goals outlined in the strategic plan are: 1) CFW leverages our impact by developing women leaders and expanding the capacity of organizations that directly advance our mission; 2) CFW leads, connects and supports individuals and institutions working to achieve gender equity in the Chicago region by 2030; and 3) CFW expands our capacity for impact through sustained and substantial growth of our asset base. Through collective impact, CFW seeks to achieve large-scale system change.

Chicago Foundation for Women’s History, Purpose and Services

Chicago Foundation for Women (CFW) was established in 1985 by four Chicago-area women seeking to improve the lives of Chicago-area women and girls. At that time, less than 3% of institutional, philanthropic dollars went to support the issues that impact women and girls – issues that matter to all of us – equity in education, jobs, access to healthcare and freedom from gender-based violence.

Since its inception in 1985, CFW has been a leading voice in the effort to achieve basic rights and equal opportunities for women and girls. Today - 35 years later - CFW has grown significantly to be a critical partner in the global women’s funding movement. CFW recognizes that few community problems can be resolved without programs and strategies that intentionally address the needs of women and girls. To date, the Foundation has awarded over 4,000 grants to hundreds of organizations totaling over $39 million. In addition, CFW’s
investments in coalitions and advocacy, as well as our own work building the leadership of advocates have helped to support the passage of 31 pieces of pro-women-and-girls legislation over the past four years. This has included the Equal Rights Amendment in Illinois, the No Salary History law that strengthens the Illinois Equal Pay Act, the Illinois Reproductive Health Act and a statewide sexual harassment law. Thanks to the past, sustained support of these movements and their infrastructure, even in times of more intense political opposition, CFW and our partners have been able to harness the opportunity of the current political climate to drive progressive change. As a result, Illinois is increasingly becoming a bastion for women’s rights in a nationally polarizing and oppressive sociopolitical context.

However, a great deal of work still needs to be done to address continuing gender inequalities. COVID-19 has made plain the preexisting, structural gender inequities facing our region and our country. For 35 years, CFW has been at the frontlines alongside our grantee partners, fighting against this inequity that is now top of mind for our society. As this virus rages on, women are disproportionately represented on the front lines of this fight and in industries crippled by the economic fallout – leaving them, many of whom are the primary breadwinner for their families, with reduced or no income and oftentimes, no health, sick leave or childcare benefits at all. It is the unfortunate reality that women, particularly Women of Color, are quite literally carrying the burden of this pandemic on their backs.

**Position Summary**

The Individual Giving and Campaign Manager works closely with CFW staff, donors, Board of Directors and other key volunteers to raise the funds necessary to realize CFW’s mission each year, while also reaching long-term revenue targets for CFW’s comprehensive $45 million campaign. The Individual Giving and Campaign Manager is the primary individual responsible for the administration of the campaign and serves as the primary liaison for all campaign volunteers, ensuring they have the tools, direction, follow-up and information needed to be successful fundraisers on behalf of CFW.

The Individual Giving and Campaign Manager will have a full understanding of how to build and leverage relationships and create strategic moves for donors and prospects. They will engage systems to develop a major gifts donor prospect pipeline and will contribute to the annual fundraising goal of approximately $5M.

In addition, working closely with the Chief Development Officer (CDO), development and communications staff, the Individual Giving and Campaign Manager oversees CFW’s annual giving initiatives, including the annual fall and spring appeals, and develops and implements strategies to grow CFW’s individual donor, major gift pipeline.

**Major Responsibilities:**

**Individual Giving (Fundraising) (55%):**

- Manage an active schedule of cultivation, solicitation and stewardship activities for a donor portfolio of approximately 40-50 current and prospective supporters to reach individual fundraising projections and develop CFW’s major gift pipeline.
• Identify and cultivate prospects for campaign gifts, both personally and by supporting CFW’s President and CEO, CDO, campaign committee, Board members and others in securing the gifts directly.

• Manage an active schedule of meetings and solicitations for the Foundation President and CEO, CDO and campaign volunteers; fully prepare and support these individuals for successful donor meetings and to manage relationships that result in increased financial support for CFW.

• Prepare tailored campaign and other solicitation materials such as briefing memos, major gift proposals, newsletters, presentation pieces and other materials as needed.

• Partner with CDO and Director of Communications to oversee CFW’s annual spring and fall fundraising appeals; oversee CFW’s annual fund renewal campaign to continuously improve CFW individual donor retention.

• Work closely with Director of Social and Community Impact to develop pipeline strategies designed to retain and engage CFW Giving Council and Circle members over the long-term.

• Work closely with the Manager of Donor Data and Stewardship to develop individual giving fundraising and prospect management reports (campaign and other); Take responsibility for individual giving and portfolio related data entry in support of measurable portfolio performance metrics and annual goals.

• Performs other duties as assigned.

Comprehensive Campaign Management (45%):

• Provide staff leadership for the campaign and oversee its development and implementation; Manage the day-to-day activities of the campaign to assure its processes and procedures are efficient and effective to optimize volunteer and staff efforts.

• Develop and track campaign timelines and status reports; Manage own work and the work of senior staff, Board and campaign volunteers to assure progress and results.

• Assist CFW staff, Board of Directors and campaign consultants in recruitment and training of campaign leadership and committee members.

• Work closely with the Manager of Donor Data and Stewardship to develop campaign dashboards, fundraising and prospect management reports; Provide clear reports to management and campaign volunteers to inform committee direction, agendas, meeting materials and follow-up.

• Oversee entry of campaign-related activity into the donor data base to guide cultivation and solicitation activities and to provide appropriate campaign and volunteer progress reports.

• Participate with volunteers or others in campaign cultivation and solicitation visits if appropriate.

• Work collaboratively with development colleagues, including but not limited to the Manager of Special Events to develop campaign cultivation and stewardship events and the Director of Communications to create, refine and present all forward-facing campaign material.

• Maintain confidentiality of all campaign and Foundation information, records and files.

• Maintain successful interpersonal relationships with campaign prospects, donors, volunteers and staff.

• Represent the organization and its leadership to the public and at meetings as assigned.

• Performs other duties as assigned.
Work Environment

• This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not be accessible.
• This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
• While performing the duties of this job, the employee is regularly required to speak and hear. The employee frequently is required to stand, walk, use hands, maneuver handles and reach with hands and arms.
• The employee must be able to lift and/or move objects up to 25 pounds.
• This position requires attendance during business hours, (8:00am – 4:00pm, 9:00am – 5:00pm, or 10:00am – 6:00pm) Monday through Friday, with weekend and evening work hours, as required.
• Work place is a smoke- and drug-free environment.
• CFW is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. CFW does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. CFW is committed to a fair and equitable workplace where everyone is a respected and valued member of the team. Men are welcome to apply.

Qualifications:

• A proven track record and passion for inspiring people to give.
• Bachelor’s degree + 4-7 years of progressively responsible fundraising experience (or at least three years of fundraising experience and two years of related experience in financial sales and marketing), including major gift/volunteer management experience.
• Demonstrated success in comprehensive and/or capital campaign execution.
• Experience fundraising on behalf of a multi-faceted institution preferred.
• Experience with Microsoft Office programs and use of relational databases and online fundraising portals, like Salesforce and Raiser’s Edge. Highly Proficient Raiser’s Edge knowledge is preferred
• Demonstrated ability to plan, organize, motivate, and manage.
• Demonstrated ability to lead in a team-oriented setting.
• Demonstrated motivation, initiative, persistence, commitment, and follow-through.
• Excellent oral and written communication skills.
• High level of attention to detail, emotional intelligence and persuasion skills.
• High energy and integrity, polished, innovative and passionate about not-for-profit organizations; Passionately supports, understands and can communicate CFW’s mission.
• Natural ability to establish rapport and engage donors by communicating intelligently, sharing information and allowing for an exchange of values.
• Established commitment to racial justice and gender equity.
• Demonstrated understanding of community centered philanthropy.
• Ability and willingness to travel locally, and regionally if necessary.
• Knowledge of cultivation, solicitation, and stewardship strategies and techniques.
• Self-motivation and discipline to regularly set and achieve work goals.
• Excellent organizational, interpersonal and networking skills with large groups as well as with individuals.
• Ability to initiate and build relationships with prospective donors and interact via telephone and in person with CFW's board and donor/family representatives.
• Demonstrated ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
• Demonstrated record of success in executing on an individual giving plan.
• Ability to work collaboratively in a team setting and manage up accordingly.
• Skilled public speaker who will, ably, represent Chicago Foundation for Women in donor meetings, community events and other opportunities throughout the year.

Salary and Benefits
• The salary range for this position is $70,000 - $75,000 per year, dependent on experience.
• Chicago Foundation for Women offers a comprehensive package of benefits including health, dental, disability, life and retirement insurance, as well as flexible schedules and paid time off.

*Chicago Foundation for Women is an equal opportunity employer. We strongly encourage and seek applications from women and men, people of color, immigrant, bilingual, and bicultural individuals, as well as members of the lesbian, gay, bisexual, transgender and gender non-binary communities.*

Please send resume and cover letter to careers@cfw.org. No phone calls, please.

Applications received prior to August 19, 2020 will be prioritized.