

Job Description: Director of Development

Position: Director of Development
Supervised by: President/CEO
Status: Full-time, exempt, salaried

Our Organization

Chicago Foundation for Women (CFW) is a public foundation working to advance gender equity, which we believe to be inherently interconnected with racial, economic, and health equity. CFW envisions a world in which all women and girls, transgender, and gender nonbinary people have the opportunity to thrive in safe, just, and healthy communities. We celebrate the spectrum of identities and experiences of women and girls, uplift their leadership and center the voices of the community to achieve true equity. To support our philanthropy, the Foundation promotes increased investment in women and girls, raises awareness about their issues and potential, and develops them as leaders and philanthropists. Since 1985, the Foundation has awarded over \$45 million to hundreds of organizations that help achieve its mission of gender equity across the Chicago region.

CFW looks at the broad spectrum of needs of all women. We support the areas of freedom from violence, economic security, and access to health, which we see as integrally related and are paths forward toward an equitable society.

Chicago Foundation for Women (CFW) is committed to becoming an anti-racist institution. The Foundation is in the midst of change, from an institution that accepts racial and identity differences to one that excites these differences as powerful tools for systemic, anti-racist change. CFW is committed to engaging in continual analysis and essential restructuring to ensure the Foundation's way of being is one that wields a shared power and holds itself accountable to racially oppressed groups to achieve its gender equity goal.

About the Director of Development Position

The Director of Development is responsible for growing the resources and sustainability of the Foundation. Working as a member of the senior team, the Director of Development conceives and implements an annual plan to raise over \$5 million dollars from individuals, events, foundations and corporations. This individual also oversees the development team. This person frequently represents the Foundation with key stakeholders, community members, donors, and organizational allies.

Position Break Down: Management (40%)

- Serve on the senior team which creates and monitors the organization's annual plans and budget, tracks ongoing income and expenses, provides agency leadership, and evaluates progress toward meeting strategic goals.
- Supervise and manage the day to day operations and activities of direct reports to ensure that work is aligned with the Foundation's strategic priorities. Direct efforts among direct-report staff to ensure internal coordination and communication to maximize effectiveness of a small team.

- Has authority, in coordination with Foundation leadership and Human Resources, to hire, fire, arrange for training and evaluate Development staff.
- Attends meeting of the Board of Directors and the Executive Committee as relevant to Development function, and other committees upon request.
- Collaborate with consultants as needed.
- Staff the board's Resource Development Committee.

Development (35%)

- Serve as lead solicitor and steward of key donors including individuals, corporations, and foundations.
- Lead and support Foundation leadership, board of directors, committee members, staff, and volunteers in ongoing donor stewardship and cultivation.
- Provide training for board members and volunteers to be effective fundraisers.
- Manage development team, board members and volunteers to ensure effective acquisition, cultivation and stewardship of donors at all levels of giving and for a variety of funds to include annual fund, endowment fund, donor advised funds and other special projects.
- Create annual development plan and revenue projections for fundraising tools including special events, direct mail, e-appeals, and personal solicitations.
- Track progress towards goals and make mid-course adjustments as necessary.
- Develop and implement innovative strategies and tactics to cultivate and retain the interest of long-standing donors while also attracting new high-potential donors. These may include special funds, campaigns and partnerships.
- Assist with managing foundation and corporate relations. Working with the President/CEO, Senior Program Officer, and Director of Communications, identify programmatic priorities and potential funders. Develop and implement annual plan to seek foundation support for existing and new programmatic priorities.
- Ensure the timely submission of foundation and corporate proposals, budgets, reports and other communication to build strong relationship with foundations that fund CFW.
- Responsible for developing and implementing an ongoing Donor Advised Fund program to include cultivation and solicitation of new DAF participants, stewardship and ongoing communication with fund holders, and working with Programs team to ensure timely responses to grant recommendations.
- Manage and grow the Planned Giving program to ensure the foundation's long-term sustainability.
- Manage and approve Development expenses to ensure good stewardship of donors' funds.

Communications (15%)

- Working closely with the Director of Communications, support the planning and implementation of annual integrated marketing and communication plans as they relate to Development priorities.
- Ensure that Foundation fundraising messaging is consistent and aligned with broader communications planned, as outlined by Director of Communications, and President/CEO.
- Create thoughtful and strategic communications including proposals, impact reports, and stewardship to key donor audiences, including Alumnae Council, Sophia Society, Family Foundations, Donors and other stakeholders.

Administration (10%)

- Attend and actively participate in required educational programs and departmental and staff meetings.
- Protect CFW's value by keeping information confidential.
- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations.
- Administrative duties, scheduling and paperwork as necessary.
- Perform other duties as assigned by supervisor.

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 necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, video conferencing services, scanners, and filing cabinets. Occasional lifting of up to 25 lbs.
- Travel between the main office and other locations may be required.
- This position requires attendance during business hours from 9:00am to 5:00pm, Monday through Friday with 2 remote work days.
- Occasional night and weekend hours are required.
- Workplace 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.

Qualifications

- Superb communications, interpersonal, and relationship-building skills
- Eight (8) years of experience in fundraising/development with a proven track record of success in securing gifts from individuals, foundations, corporations, and other sources
- Minimum of five (5) years of experience managing a team with demonstrated leadership skills
- Demonstrated ability to take primary responsibility for diverse projects and complete them in a timely manner with limited supervision
- Excellent verbal, writing, analytical, listening and collaborative skills
- Ability to work effectively with volunteers and other stakeholders
- Advanced experience with Microsoft suite, including Excel, Word, and PowerPoint. Proficient in donor database, Raiser's Edge, preferred
- Ability to articulate a broad vision of the foundation, Chicago's philanthropic community, and the women's philanthropy movement
- A demonstrated commitment to the Gender Equity and Racial Equity movements

Compensation:

CFW offers a competitive compensation package for all positions. Comprehensive benefits package includes: medical, dental, vision, life, short and long-term insurance, long-term care insurance, 403 (b) plan with an employer nonelective contribution, vacation, paid leave, and sabbatical policies. The salary is \$100,000.

Application Process:

Interested applicants should email a cover letter articulating how their skills and experience meet the responsibilities noted above with a resume to careers@cfw.org.

- Subject line should read: *Your Name + Director of Development*
- No phone calls, please

CFW seeks to fill this position as soon as possible and will work actively to build a diverse pool of candidates.