

Director of Development

This non-profit organization is seeking a full-time Director of Development to help end stigma and discrimination against people with mental health and addiction challenges. This organization believes in a future where all persons are treated with dignity and receive the person-centered mental and physical care and support they need to thrive and achieve their goals.

Position Description

The Director of Development is a full-time position that will serve as a senior member of our growing team. The Director of Development will help the organization get to the next level by growing and diversifying the revenue to support this maturing organization. The Director of Development will provide strategic and operational direction for all fundraising strategies and day-to-day activities. S/he will serve as a superb leader, with an ability to motivate, inspire, and guide staff, board members, dedicated volunteers, and other professionals to meet annual fundraising goals. The Director of Development will provide strategic direction to increase the organization's ability to develop and strengthen relationships with major individual, corporate, and foundation donors. This position will also work with various teams across the organization to further enhance its annual giving fundraising strategy which includes mid-level and major donors to fuel continued success, innovation, and leadership. This position will serve as a liaison with senior leadership and the Board of Directors, as well as manage the Fundraising Committee of the Board of Directors. This person reports directly to the Executive Director based in Chicago, Illinois.

Essential Duties and Responsibilities

- Responsible for setting annual and long-term fundraising goals and strategies, in collaboration with the Executive Director and Board of Directors, to achieve an \$2 million multi-year fundraising plan and budget.
- Develops and monitors income and expense budgets related to fundraising operations.
- Works closely with the Executive Director on strategy for donor prospecting and ongoing cultivation. Ensures that the Executive Director and Board of Directors is informed about and engaged in fundraising activities at all times.
- Builds relationships with key supporters and donors. Manages a portfolio of top donors and prospective donors with responsibility to meet an annual personal fundraising goal.
- Leads collaboration with other departments on organization-wide projects. Participates in decision-making for the organization as a whole as it relates to fundraising efforts.
- Motivates and inspires staff to grow the pipeline of donors to fully support robust mid-level, major gifts, corporate, and foundation giving.
- Collaborates and communicates with staff in other states on fundraising projects.
- Ensures staff and volunteers adherence to policies, procedures, and fundraising codes of ethic.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies: **Passion to eliminate discrimination towards mental health and substance use disorders**, Leadership, Managing People, **Fundraising/Sales**, Business Acumen, Strategic Thinking,

Judgment, Planning/Organizing, Problem Solving, Computer Skills, Customer Service, Dependability, Diversity, Ethics, Initiative, Interpersonal Skills, Organizational Support, Professionalism, Quality, Teamwork, Impeccable Written and Oral Communications

Additional Competencies: Adaptability, Analytical, Conflict Management, Cost Consciousness, Innovation, Motivation, Project Management, Quantity, Technical Skills, Change Management.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree (B.A.) from four-year college or university;
- Master's Degree preferred
- A minimum of 5-7 years of successful fundraising experience and securing financial support from principal and major gift donors.
- A minimum of 5-7 years of senior management experience in nonprofit environments.
- Strong (current) working relationships with principal donors and major donors.
- Ability to manage program and staff resources and its budget judiciously and resourcefully with an eye toward sustainability.
- Strong financial management skills appropriate to the oversight of a broad range of projects and contracts.
- Expertise in long-term strategic planning as well as short-term crisis management.
- Strategic thinker with the ability to help the organization assess its challenges.
- Effective communicator who can communicate with all levels of staff and local stakeholders.
- Professional integrity to effectively represent and promote the organization externally.
- Ability to effectively handle crisis and high stress.
- Effective leadership ability;
- Strong interpersonal, written, and verbal communications skills;
- Strong analytical skills
- Strong organizational skills;
- Ability to lead and follow processes and procedures from beginning to end;
- Commitment to both internal and external customer service;
- Attention to detail;
- Project management skills.

Language Skills

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, Board members, and the general public.

Please submit resume and cover letter to: Cheryl@thekennedyforum.org with the subject line "TKFI - Director of Development". No phone calls will be accepted.