Development Director

Position Title: Development Director

About Rebuilding Together Metro Chicago

Rebuilding Together Metro Chicago is committed to repairing homes and revitalizing communities. Through volunteerism and community partnership, Rebuilding Together Metro Chicago improves the homes and neighborhoods of people in need so that they may continue to live in warmth, safety, and comfort.

Position Summary

Under the general supervision of the Chief Executive Officer, the Development Director is responsible for all fundraising initiatives and activities of the organization, while working within its guidelines, policies and mission. Responsibilities include the development and implementation of a comprehensive development strategy to achieve organizational fundraising goals. Additional responsibilities include: the development and implementation of the annual giving plan; building new and expanding existing relationships to develop a network of donors and supporters; creating a schedule of fundraising activities, including soliciting individual donors, securing financial support from corporations, foundations, and government entities, researching and writing grant proposals and reports, and coordinating special events. The Development Director creates, produces and leads all marketing and public relations activities as it relates to the overall fundraising strategies of the organization.

Primary Responsibilities

- Contribute to the growth, leadership and overall strategic direction of the organization through development and execution of an annual fundraising plan.
- Partner with the CEO to lead development strategy, adoption and monitoring of annual fundraising plans to secure annual and multi-year revenue targets through corporate, foundation, and government funding.
- Collaborate with the board of directors to create and implement a fundraising plan.
- Attend monthly board meetings, provide development reports, technical support and training in the fundraising effort.
- Develop, implement, manage, and evaluate all activities related to new donor revenue strategies, corporate and foundation giving, and individual giving.
- Research, manage, and evaluate government funding proposals and reporting.
- Implement, manage, and secure corporate volunteer project funding strategies.
- Oversee annual fundraising campaigns, events, and initiatives.
- Spearhead the operation, maintenance, and continued improvement of Salesforce and other fund development platforms to support fundraising activities.
Track revenue targets by type, and monitor results to drive performance, and identity, explain and correct variances as appropriate.

Lead communications and marketing efforts, to include the management of the organization’s website and social media platforms, emailed newsletters, and annual reports.

Recruit and lead fundraising committee and meetings to benefit fundraising efforts.

Recruit, train, and direct Associate Board in their fundraising efforts.

Remain current on all legislation and ethical practices pertaining to fundraising.

Grant Funding Strategies

- Research, develop, and manage grant funding proposals for charitable foundations, corporate charitable funds, government funds, and other similar funds to support the mission and vision of the organization.
- Facilitate the development of relationships with current and prospective funders through regular communications, meetings, presentations, and reporting as required.
- Manage the coordination of budgets, materials, evaluation reports, and other necessary grant requests and reporting, while meeting all deadlines.

Corporate Partnership and Volunteer Events

- Develop, implement and manage corporate partnership and volunteer project funding strategies for the various organizational programs.
- Facilitate relationships with current corporate partners to secure continued funding.
- Research potential new funding sponsors and secure new corporate volunteer project funding through solicitation and grant applications as required.
- Create promotional and event materials as needed, including information program materials, registration site, and impact reports.
- Coordinate with program staff regarding project components and deliverables.

Annual Giving

- Develop, implement, manage, and evaluate a new donor revenue strategy.
- Develop strategy for, implement, manage, and evaluate all activities related to individual giving.
- Develop strategy for, implement, manage, and evaluate a Annual Giving campaign, including research, identification of potential donors, development of the case for giving and development of, and maintain relationships.
- Work closely with the CEO and board of directors to grow relationships for major gifts, as well as research and develop new major gift prospects.
- Compile, maintain and report on the Annual Giving Campaign statistics including per donor gift, churn, participation, etc.
- Analyze trends in the Annual Giving Campaign, identifying opportunities and challenges and developing strategies to ensure goals are met.
- Manage all online giving strategies.
Special Events Fundraising

- Develop and manage Annual Fundraising Events, including but not limited to budget development and management, project plan development and evaluation.
- Create and present event sponsorship packages and lead the solicitation of sponsorship and gifts in-kind.
- Create and provide leadership and direction to volunteer fundraising committee, participating in strategy development and problem-solving as required.
- Manage vendors, volunteers, registration, and post-event activities and follow-up.
- Liaise with and support third-party fundraising initiatives.

Systems and Infrastructure

- Maintain and enhance fundamental systems required to run an efficient fundraising program.
- Maintain donor records and ensure accuracy and efficacy of fundraising and donor database.
- Responsible for the supervision and management of the fundraising database, ensuring the timely distribution of tax receipts.
- Manage timely distribution of tax receipts, donor acknowledgement, and communications.
- Create and maintain monthly reports for board of directors and committees as required.
- Develop and maintain an annual fundraising calendar of activities.

Marketing/Social Media Strategies

- Develop, implement, manage and evaluate social media strategy, including updating and maintaining affiliate website and social media accounts.
- Develop or enhance digital fundraising strategies.
- Create and promote press and media releases as related to projects, funding, or programming.
- Coordinate email correspondence, newsletters, and annual report.
- Partner with the program staff to ensure the work for RTMC is promoted effectively.

Preferred Qualifications

- Mission-driven with a strong understanding of the non-profit, voluntary, and social services sector
- Bachelor’s Degree required
- Demonstrated experience and comfort in fundraising, soliciting for donations, grant-writing, and planning major events, with 3+ years nonprofit development strongly preferred
- Superb written, verbal and interpersonal skills
- Strong analytical and problem-solving skills
- Highly organized with a strong ability to successfully multi-task various projects and deadlines
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines with the ability to plan, prioritize, and coordinate
Extensive computer skills, including intermediate or higher-level proficiency with MS Office, project-based programs, and experience with electronic donor tracking databases, preferably Salesforce

Creative, self-starter attitude, with ability to work both independently and part of a team

Working Conditions and Environment/Physical Requirements
- Covid-19 vaccination is required for employment
- Physical stamina and agility are required
- Must be able to lift and/or move objects up to 25 pounds
- Travel between the main office and other locations will be required; off-site locations may not be fully accessible
- Attend and participate in mandatory trainings, staff meetings, and all other events as scheduled
- Some weekends and evening work may be required

Compensation and Benefits
Salary is commensurate with experience. Comprehensive benefits package includes: medical and dental insurance, vacation, sick leave, and participation in 403b plan.

Application Process
Email your resume and a cover letter summarizing your interest, qualifications, and experience to info@rebuildingtogether-chi.com with Development Director Position in the subject line. Please no phone inquiries; we will contact you should we want to move forward with a phone screening and/or interview.