**Position Title:** Development Director

**Reports to:** GCC Midwest, Inc. Board of Directors

**Type of Position:** Full-time, seasonal, non-exempt

**Hours:** Average of 40 hours / week between September and May; Average of 10 hours / week from June – August

**Schedule:** Combination of remote and onsite hours, with flexibility in scheduled times. Must be available for meetings and events on a weekly basis, including occasional evenings and weekends.

**Salary:** Low to mid-$40ks, commensurate with experience

**About GCC Midwest, Inc:**

GCC Midwest, Inc., a community-based organization founded in the Oak Park and River Forest area, has two main programs – the **One Earth Film Festival**, an environmental leader in the greater Chicago metropolitan area, and **Green Community Connections**, which works collaboratively to build a resilient, environmentally sustainable community. Our mission is to develop a deeper understanding of natural systems, build community, and inspire change that promotes sustainability at the family, organizational and public policy levels.

**Brief Description of the Position:**

The Director of Development leads fundraising strategies and initiatives, and works closely with the Board and staff to achieve the Organization’s fundraising objectives and ensure that day-to-day fundraising activities are completed.
Principal Duties and Responsibilities:

- Develop annual fundraising plan with target goals by source (e.g., sponsorships, grants, individual donations, memberships, and events) and timeline.
- Research and identification of new and expanded funding sources and opportunities.
- Cultivation, solicitation and stewardship of donor portfolio, including in-person meetings and written communications with potential donors, grantors and sponsor organizations.
- Grant-writing, including drafting of letters of intent and proposals, tracking and reporting.
- Preparation and administration of sponsorship proposals, invoices and written acknowledgement of cash and in-kind donations.
- Design and implementation of donor campaigns (i.e., Giving Tuesday).
- Maintain shared calendar (Google) and project management application (Trello), with responsibility for meeting application and reporting deadlines.
- Maintain database (DonorSnap) of existing and prospective donors, sponsors and funders, with gift tracking and reporting.
- Work with marketing personnel to create impactful print and electronic communications.
- Design and direct sponsor and donor recognition and appreciation programs.
- Plan and coordinate fundraising events, with the support of volunteers and other staff.

Qualifications and Skills

**Fundraising:**

- Background in nonprofit fundraising.
- Experience working with foundations, corporations, individual donors and government funders.
- Ability to initiate, foster and grow relationships with individuals and organizations.
- Demonstrated grant-writing success.
- Experience developing fundraising drives and membership programs.
- Experience with donor database use and management.
Leadership:
- High level of professionalism and dedication.
- Ability to envision, plan and execute activities that will further the mission of the organization.
- Ability to recruit, engage and appreciate volunteers and staff.

Management:
- Supervisory experience.
- Ability to work effectively with a broad demographic of people.
- Strong organizational skills.
- Ability to prioritize and manage multiple competing deadlines.

Events:
- Experience planning and executing fundraising events.
- Ability to recruit, engage and manage volunteer committees for event planning.
- Ability to stay on budget and to track and report spending.
- Ability to engage and interact meaningfully with guests, volunteers and staff at events.

Additional Skills
- Excellent written and oral communication skills.
- Competency handling sensitive and/or confidential information.
- Proficient and comfortable using the Google Suite, including Google Docs and Sheets.
- Comfortable learning and using new software applications and online technology.
The ideal candidate will also be:

- Supportive of GCC’s mission of environmental sustainability, and willing to uphold environmental brand requirements, such as zero-waste initiatives at all GCC events.
- A thoughtful, creative problem-solver.
- A good listener.
- An entrepreneurial self-starter.
- Collaborative and flexible.
- Able to work / manage self independently with little to no supervision, as well as able to work in groups.
- Comfortable with social networking and engaging new individuals and organizations.
- Detail, system and results-oriented, but can keep up with the broader vision and goals.

To apply:

Send a resume, cover letter and list of three references to apply@oneearthfilmfest.org. Application review will be ongoing until the position is filled.

For more information, visit www.oneearthfilmfest.org. One Earth is a production of GCC Midwest Inc., which also runs greencommunityconnections.org.