Chicago House empowers persons living with or vulnerable to HIV/AIDS to lead healthy and dignified lives, through housing and compassionate, client-centered support services.

**POSITION TITLE:** Development Manager

**EXEMPTION STATUS:** Exempt

**REPORTS TO:** Director of Development

**POSITION DESCRIPTION:** The Development Manager (DM) is a generalist fundraiser who is primarily focused on institutional relationships, balancing a portfolio of existing and new foundation and organization donors. Working in close partnership and reporting to the Director of Development, the DM is responsible for supporting, and at times leading strategy and proposal development, stewardship, and reporting, and identifying new, private institutional supporters. The DM plays a leading role in managing and overseeing the agency’s digital communications and volunteer programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Grant Writing, Proposal Development, and Reporting**
- Manage all aspects of the grants cycle for a portfolio of 40-50 institutional partners who contribute $1.5M+ annually, with expected growth in coming years
- Produce proposals, solicitation letters, acknowledgements, and reports for institutional partners, often composing correspondence on behalf of others
- Write strategically, persuasively, and quickly for long and short copy formats using the highest writing standards
- Work in partnership with development and program staff to develop ways to increase restricted and unrestricted revenue from institutional partners that align with Chicago House’s mission, vision, and priorities
- Partner with finance and development staff to develop budgets
- Produce and submit all required reporting materials to funders
- Maintain calendar of key deadlines and ensure timely submission of letters of inquiry, applications, and reports

**Communications**
- Develop and manage a strategic communications plan that ensures timely, accurate and effective communication materials, including newsletters, annual reports, e-blasts, website updates, social media, press releases and other materials designed to educate and engage donors
- Support and lead special event production that drives revenue and increases visibility for Chicago House
• Manage digital communication through social media efforts (Facebook, Twitter, etc.), email, and website management. Provide timely reports with analysis of social media and web-based activity.
• Produce, develop, and materials, such as donor briefings, collateral, solicitation letters, articles, newsletters, and reports

Volunteer Program and General Development Responsibilities
• Administer all aspects of the agency’s volunteer program including recruiting, training, and scheduling
• Coordinate volunteer teams for office projects, program support, special events, community outreach efforts, and facility maintenance
• Support the overall development and implementation of the annual development plan, including supporting the volunteer program, special events, and community fundraising efforts
• Perform other duties as assigned

REQUIREMENTS/QUALIFICATIONS:
• 2-3 years’ experience
• 3+ years of experience in grant writing and familiarity with non-profit fundraising
• Proven success in organizing work, managing and tracking multiple projects simultaneously, meeting strict deadlines, and setting priorities.
• Bachelor’s degree in related field preferred
• Excellent oral and written communication skills
• Familiarity with the LGBTQ+ community

Chicago House is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, gender identity, sex assigned at birth, arrest record, HIV status, or any other characteristic protected by applicable federal, state or local laws.

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