



Director of Resource Development

Background: CCL's vision is a community where everyone thrives. Too often, resource and economic opportunity limit participants' choices and capacity to achieve their goals and vision. CCL partners with those held back by lack of resource and economic opportunity in order to uncover possibilities, overcome barriers, and realize their potential. Partnership takes many forms: coaching, training and educating, and coalition building, advocacy and organizing are the primary ways that goals and potential are realized.

In order to support others as they mobilize the resources and economic opportunity to achieve their vision for their life, CCL's administrative team advances organizational efforts to assure excellence, capacity and accountability. The administrative team, inclusive of the Director of Resource Development, provides the necessary infrastructure to grow and sustain the organization's collective impact while advancing and honoring CCL's values and unique organizational culture. The Director is a critical member of the CCL team and ensures that all staff have the relationships and resources needed to achieve the organization's mission.

Position Overview: The Director of Resource Development plans and executes development strategies to cultivate the relationships and resources necessary to allow CCL to carry out its mission. CCL believes strongly in a relational approach to resource development, which requires the candidate to principally develop, manage and cultivate relationships with donors and supporters of many kinds. Resource development strategies enacted via those relationships sustain and build upon existing activities, which currently include individual giving, foundation, corporation, and faith based support, and fundraising events, including the annual Gala. The Director of Resource Development works effectively to consolidate, retain and develop CCL's donor base, to enhance congregational relationships, to manage special fundraising and outreach events. They are responsible for systematically and thoroughly documenting all work processes, outputs and outcomes.

The Director of Resource Development provides oversight of all aspects of development activities and ensures that development and communications strategies align with the strategic plan and support the growth and long-term financial sustainability the organization. As a member of the senior leadership team, the Director offers insights and expertise regarding critical decisions about long-term planning and growth. The Director works closely with the Executive Director, the Board of Directors, the senior staff, a Resource Development Coordinator and a contractual grant writer to identify, develop, and steward relationships and fundraising activities. The Director of Resource Development will oversee all fundraising goals, lead, and manage a resource development team and drive their own revenue results. The Director will be working in a highly collaborative work environment and will also oversee the communications activities for the organization.

The Director of Resource Development is an outcome oriented position with benchmarks and financial outcomes that are required to be met for satisfactory performance and employment retention.

Areas of Work:

1. Relationship Building

Outcome: Develop relationships that support fundraising and community engagement efforts

Strategies to achieve outcome:

- Set up one on ones with new donors (after the first gift) and existing donors (at least once a year) to discuss the work of the agency and to cultivate relationship and to identify new donors via existing ones.
- Regularly acknowledge all contributions made by individuals, congregations, small businesses, corporations, foundations, and major donors via a phone call upon receipt and a thank you by post.



- Staff the Fund Development Committee of the Board of Directors, which cultivates present and future Board members to serve as ambassadors and fundraisers.
- Develop and execute engagement opportunities for CCL's bases (i.e. individuals, congregations, small businesses, corporations, foundations and major donors).
- Organize and execute site visits by the aforementioned parties.
- Attend relevant networking events (internal and external) to cultivate new relationships.
- Support administrative staff by providing content for and ensure regular communication with our donor base via e-blasts, social media, and social networking opportunities.
- Provide a connection between internal parties and potential volunteers, when appropriate.

2. Fundraising

Outcome: Raise revenue to maintain and grow the organization

Strategies to achieve outcome:

- Develop, oversee, and execute diverse fundraising strategies, including mail appeals, individual giving, and grant programs, as well as work with the Executive Director to develop and significantly grow the individual and corporate giving programs.
- Develop an actionable annual plan with clear, quarterly goals in a way that will guide and support the efforts of the development team. Track progress towards quantifiable goals and make mid-course adjustments as necessary.
- Develop long-term growth strategies giving particular attention to underdeveloped areas that have significant potential.
- Participate in strategic planning. Work with senior staff and the Board to translate the vision and strategic plan into achievable steps and foster a culture of philanthropy across the organization. Participate in the preparation, management, and evaluation of performance against the strategic plan. Actively promote the mission, vision, and values statements including targeted messaging.
- Monitor the financial health of the organization. Establish and monitor annual income budget and goals and the development department expense budget. Prepare financial analysis needed for fundraising and evaluation. Communicate regularly to Board and staff the status of fundraising projects.
- Implement new individual donor strategies, including Give One, Get One models and other innovative models of direct fundraising.
- Coordinate efforts to plan and implement an annual gala.
- Execute and support the small fundraising events throughout the region.
- Conduct holiday and other appeals, retain existing and develop new corporate support and complete necessary reporting, retain existing foundation support and complete necessary reporting, research new sources of funding, write letters of intent and submit grant applications, and prepare interim and final reports as needed.
- Work as a team with the Executive Director; serve as lead solicitor and steward of individual donors and funders.
- Create a working relationship with the Executive Director and Board members to actively train and support them to be effective fundraisers.
- Oversee a proactive moves management system for monitoring the prospecting, stewarding, soliciting, and reporting of major individual donors. Prepare and schedule Executive Director and Board members for cultivation and solicitations.
- Manage a successful annual individual giving program by identifying, cultivating, soliciting, and stewarding individual donors. Evaluate, recommend, and implement multiple strategies for increasing income from these donors. Develop fundraising appeals and oversee logistics for the success of those appeals, continually evaluating those appeals for improvement and effectiveness. Stay abreast of appeal trends and prepare and schedule Executive Director and Board members for cultivation and solicitations. Manage your own portfolio of donors, funders and prospects.



- Document all relationships and donations in the organization's donor management system, Little Green Light.

3. External Relations and Communications

Outcome: Broad recognition of CCL's name, brand, mission vision to build the organization

Strategies to achieve outcome:

- Serve as an articulate, passionate, and visible spokesperson, as a prominent fundraising face throughout the organization, among stakeholders, and in the Chicago community.
- Ensure that messaging to donors, funders, and prospects is consistent across all channels.
- Supervise the development of a communications work plan as well as monitor and evaluate it.
- Supervise the production of development and communications-related publications and social media presence. Serve as the final authority in approving all donor materials and publications.
- Work with relevant staff to identify and cultivate strategies to develop business relationships that result in resource investment.
- Collaborate with program staff to identify creative and empowering opportunities and strategies to share client narratives and experiences.
- Represent CCL externally as a staff leader, attending external meetings concerning fundraising.

Additional Responsibilities include:

- Engage in Team Meetings, CCL Staff Meetings and when needed Board Meetings, leading where appropriate.
- Support the Executive Director in implementing new innovation goals.
- Ensure that the donor database is maintained and that acknowledgements are sent in a timely way.
- Ensure that development and accounting records are reconciled.
- Maintain relationships with professional industry groups and networks such as Chicago Women in Philanthropy, Forefront, etc.
- Perform other duties as assigned.

Outcomes:

This position is an outcomes oriented position, with specific benchmarks on donor engagement, donor retention as well as fundraising goals and the documentation required to corroborate such activities.

Working Conditions:

The position requires flexibility in schedule, duties, or unexpected events/circumstances that may occur, so tasks not specified here may be required to successfully execute the position and may be asked upon by Administration. Evenings and weekends and off-site work are required. The schedule is flexible and is subject to the needs of fundraising strategies and Board needs. This position is supervised by the CCL Executive Director.

Successful Candidate will Demonstrate:

- Passion for CCL's mission and its core values of innovation, poder, economic justice, solidarity and accountability.
- Strengths around creativity, resourcefulness, problem solving, persistence and self-reflection.
- Proclivity to risk-taking and a willingness to fail, learn and adapt.
- Openness to regular, 360 degree feedback and an environment of mutual accountability.
- Ability to engage a diverse community of people.
- Commitment to confidentiality and professionalism.



Required Qualifications:

- A Bachelor's Degree or at least five years of experience in fundraising, including relationship management, resource or leadership development or communication strategies.
- Knowledge of the non-profit development sector and Chicago philanthropic context.
- Proven ability to build relationships with a diverse community of people.
- Excellent interpersonal, organization & team-building skills.
- Excellent verbal and written communication and relationship building skills.
- Excellent conceptualization, problem-solving & project leadership skills.
- Events management experience.
- Excellent documentation and organizational skills.
- Strong digital and word processing skills including competence with Microsoft Office applications and Google apps.
- Access to a vehicle and a valid government issued driver's license.
- Capacity to prioritize multiple tasks and strategies, meet deadlines as well as work independently.
- Proven ability to develop and maintain effective working relationships with board members, volunteers, donors and staff.

Preferred Qualifications:

- Knowledge of integrated workforce development, financial services/coaching and housing and homeless services.
- Bilingual (Spanish/English) language skills.

Accountability: The Director of Resource Development is mutually accountable to CCL's administrative team; is supervised by the Executive Director, and interfaces with the CCL staff and Board on matters of events, fundraising and donor cultivation; external relations, marketing and resource development related to the organization and its programs.

Salary and Benefits: This is a full-time (40 hours a week) exempt position that includes health and dental insurance, life, short term and long term disability insurance and generous paid time off. Salary range is \$55,000 - \$60,000.

To Apply: Interested parties may e-mail their cover letter and resume to careers@cclconnect.org. No calls please.

Position Start Date: August 20, 2018

**Women, people of color, LGBTQ, people with disabilities and veterans are strongly encouraged to apply.
CCL is an Equal Opportunity Employer.**

The position will remain open until filled.