



Job Description: Director of Development

Status: Full-time Exempt

Reports to: CEO

Currently Supervises: Development and Communications Coordinator, Donor Relations Manager, Volunteer Coordinator

Schedule: Mon-Fri. | 8:30am – 5pm

Work Location: In person.

Salary Range: \$75- \$90k

Our Mission

Lincoln Park Community Services (LPCS) brings communities together to empower individuals facing homelessness and poverty to secure stable housing and make sustainable life changes.

Job Summary

The Director of Development is primarily responsible for executing and overseeing all fundraising and marketing initiatives for the agency. They will manage fundraising efforts that involve funding diversification through foundations, corporations and individuals and management of small and large-scale special events; grant writing, and donor relations including prospect identification, cultivation, pipeline development, appeals, stewardship, acknowledgement, and tracking. Further, this role will support branding efforts and oversee agency communications. This position works directly with the CEO and plays a vital role in the LPCS senior management team to advance the organization and secure the resources needed to make LPCS successful and sustainable.

Responsibilities

Fund Development

- Define, develop, and prioritize short-term and long-term development goals and ensure that efforts carried out are in keeping with the organization's mission, vision, and values.
- Work with CEO to create the Development Strategic Plan with specific goals to diversify LPCS streams of revenue including comprehensive approaches for government, corporate, foundation, community, and individual donors.
- Prepare monthly reports and analyze progress toward goals; ensure maintenance of up-to-date, accurate and consistent entries in Raisers Edge and Greater Giving databases.
- Manage fundraising efforts, including diversification of funding through foundations, corporations, and individuals.
- Engage in grant writing, donor relations, and organizing special events.

- Prepare monthly reports, analyzing progress toward goals, and ensuring the maintenance of accurate and consistent database entries.

Grantsmanship

- Oversee, and hold ultimate responsibility for grantsmanship process from prospecting to reporting.
- Perform final quality review on all applications and reports.
- Prepare monthly Board-facing updates on grant proposal status and pipeline.

Marketing & Communications

- Work with Development, Marketing and Communications Committee to develop and deliver marketing and communications strategies to bring greater awareness to LPCS that will attract key partners, future stakeholders, and guests.
- Work with Communications coordinator to develop and lead brand initiative that highlight programs and services that align with the mission of the organization; utilize data to analyze trends in engagement.
- Act as the first point of contact for internal and external communications requirements.
- Oversee and participate in developing and delivering marketing and communications strategies to enhance awareness and attract partners, stakeholders, and guests.
- Support efforts in branding and managing agency communications.

Special Events

- Lead planning and execution of all small & large-scale development & donor events; work with staff, volunteers, and committee members to execute successful agency and community events.
- Serve as staff lead in planning and executing annual Metamorphosis gala and Taste of Fall fundraiser.
- Work with Development team to solicit and obtain corporate sponsors, silent auction items, and food and libation donations.
- Support Associate Board fundraisers and events by assisting with logistics, in-kind donation solicitation and acquisition, and promotions.
- Support Volunteer Manager in the planning of volunteer events such as the Annual Appreciation Party and Volunteer & Community Partner Awards.
- Support Development team with ticket sales, event websites, and event promotions.
- Coordinate all post-event gift processing, acknowledgments, and metric measurements utilizing Raiser's Edge.
- Capability to lead planning and execution of development and donor events, including logistics, sponsorship solicitation, and post-event processing.

Individual Giving Program

- Formalize an individual giving program to ensure the greatest mutual benefit for existing donors and prospective donors.
- Create, manage, and execute a strategy for a large, sustained base of annual individual donors.
- Work with CEO on strategic recognition efforts for major donors.
- Meet with donor prospects and existing donors to cultivate long-term relationships.
- Coordinate web-based fundraising activities.

- Experience in formalizing individual giving programs and developing strategies for a sustained base of annual individual donors.

Sponsorships

- Review and update current sponsorship program to clearly articulate benefits to prospective sponsors and foster sponsorship commitments to underwrite events, programming, and staff development opportunities.

Capital Campaign

- Continue management of capital campaign database tracking, analysis, pledge records, and cash projections for campaign that has been completed.
- Provide requested reports to CEO, Committee, and Board of Directors.
- Finalize campaign-related special events.

Team Management and Leadership

- Provide ongoing supervision, inspiration, and support to development team members including coaching, performance management, and training.
- Collaborate with the CEO and key stakeholders to further the mission.
- Lead resource development goal attainment by prioritizing team and committee work plans.
- Communicate monthly budget versus goal figures to the CEO and committee chair.
- Actively participate as a member of the Leadership team.
- Facilitate Development Team meetings and attend Senior Leadership meetings.
- Work on strategic initiatives with the LPCS Associate Board.
- Attend and participate in board meetings, retreats, and strategic planning when appropriate.
- Engage with the CEO, board of directors, and key stakeholders to further the organization's mission.
- Continually work on expanding and cultivating existing donor relationships.

Qualifications

- Bachelor's degree required; Master's degree preferred.
- Minimum 7 years of experience in Development, Marketing and Communications with increasing responsibility and success.
- Minimum of 2 years of nonprofit management experience required.
- Minimum of 3 years of supervisory and team management experience.
- Familiarity with individual, foundation, and corporate giving in Chicago.
- Proven track record of successful fundraising and stakeholder engagement in nonprofit, public, or civic setting.
- Experience of having expanded and cultivated existing donor relationships over time.
- Superior management skills; ability to influence and engage direct and indirect reports and peers.
- Strong written, oral, interpersonal, and persuasive presentation skills.
- CRM/donor data base management experience required; Raiser's Edge experience preferred.
- Commitment to improving the life experience and outcomes for our neighbors experiencing homelessness.
- Excellent judgment and creative problem-solving skills; self-reliant and results oriented.
- Interest in and ability to contribute to an environment of inclusion and belonging.

Equal Employment Opportunity Statement

Lincoln Park Community Services (LPCS) is an equal opportunity employer. LPCS does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve.

Other Considerations

NOTE: *This job description is not intended to be all inclusive and employees may perform other duties as assigned.*

Benefits

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance