Position: Development Director

Reporting Structure: Executive Director direct-report

Type of Position: Part Time or Full Time

THE ORGANIZATION

In 2008, a group of high-profile political, civic, business, and educational leaders came together to found Advance Illinois as an independent, objective voice to promote a public education system that prepares all students in the state for work, college, and democratic citizenship. To help improve the state's public education system, Advance Illinois develops and forwards a comprehensive policy agenda that calls for systemic reforms that (1) establish clear goals and high standards for all students, birth to postsecondary; (2) support effective teachers and principals with strengthened professional training, ongoing development, and evaluation; and (3) provide adequate resources and flexibility for schools and districts to innovate and solve chronic challenges in exchange for holding them accountable for results.

The goals of Advance Illinois are to increase the academic performance of every student in Illinois, close achievement gaps, and increase graduation rates. Our outcomes include raising awareness of education issues across the state, engaging communities with school-improvement initiatives, and working with multiple stakeholders to carefully enact policies that increase the effectiveness of classroom teachers, school administrators, and district leaders; ensure the collection and use of high-quality data from birth to postsecondary to improve student outcomes; empower local schools and districts to meet the specific challenges of their students; and successfully turn around chronically low-performing schools and districts.

POSITION DESCRIPTION/RESPONSBILIITIES:

Advance Illinois' Development Director will be responsible for strategic development direction and execution and working with organization leadership and board of directors to achieve the organization's annual financial goals:

- oversee organization's fundraising efforts to meet and grow as necessary annual operating budget
- establish annual strategic development plan
- coordinate and increase direct involvement of Board of Directors and Executive Director in donation outreach
- maintain and strengthen existing funder relationships and alliances (foundations, corporations, and individual donors)
- research and understand education reform funding sources and trends to help position organization and build new funder relationships (foundations, corporations, and individual donors)
- consider, develop and propose new strategies, including direct mail, grassroots fundraising, special events, etc. to bring in new donors from across the state and nation
- work with staff to understand and promote Advance Illinois' policy agenda, partnerships and outreach strategies
- position and promote organization at education reform events

- work with grant writing staff to review and focus grant proposals designed to secure funding for the organization
- create and maintain databases as appropriate and needed

COMPUTER SKILLS:

- Microsoft Office, including Word, Excel, PowerPoint and Outlook
- Adobe Professional
- Donor management systems (i.e., eTapestry and FoundationSearch)

PERSONAL QUALITIES

- substantial experience working directly with individuals on the executive level, including a Board of Directors (or comparable supervisory entity)
- tested strategic and tactical planning experience on behalf of an organization
- entrepreneurialism and a high level of motivation
- superb verbal and written communication skills
- high level of personal and professional integrity and confidentiality
- ability to work independently
- strong organizational and time-management skills
- willing to work flexible hours with occasional travel, evening and weekend hours

EDUCATION AND EXPERIENCE

- 10+ years' experience in nonprofit development, or combination of for-profit sales/marketing and non-profit experience
- Bachelor's degree

COMPENSATION

Competitive and commensurate with experience.

START DATE

As soon as possible.

APPLICATION PROCEDURE

The review of applications will begin immediately and will continue until the position is filled. Applications should include a letter of interest and a current resume and be submitted electronically. Applicants should include a description of their experience working directly with individuals on the executive level, including a Board of Directors (or comparable supervisory entity). **Nominations**, **applications**, or **inquiries** about the position and/or the search process should be directed to: development@advanceillinois.org

Advance Illinois is an equal opportunity employer with a commitment to engaging the skills and leadership of people of color, low-income persons, LGBT persons, differently-abled people, and other people from diverse backgrounds. People from these and other historically marginalized backgrounds and communities are strongly encouraged to apply.