Organization Description: Designs for Dignity is a nonprofit organization that provides pro bono professional interior design services to nonprofits that serve marginalized or at risk populations. Since 2000, Designs for Dignity has provided transformative design services to over 150 nonprofit organizations and programs throughout the Chicago land area as well as Milwaukee, WI, San Francisco, CA and Benton Harbor, MI. Designs for Dignity was founded on the belief that every individual should have access to environments that support the wellness of the human spirit.

Development Coordinator: Designs for Dignity is seeking a Development Coordinator to join our collaborative, growth-oriented organization with a current fulltime staff of two. The Development Coordinator will work closely with the Executive Director and with the Board of Directors to advance institutional and corporate fundraising efforts for its next phase of growth as a $1.5M organization. The role includes both high-level donor interactions as well as development support to the team.

Summary of Core Responsibilities

Development Strategy and Major Gifts Program

- Build and maintain donor database and follow-up calendar
- Develops, directs and supports the development of an individual major gifts program
- Identifies, qualifies, cultivates, solicits and stewards donors and donor prospects ensuring a sustaining pipeline for meeting budget goals.
- Manage organizational funding pipeline
- Performs online and database searches to identify and qualify individual donor prospects
- Develops and assists in implementing fundraising cultivation and stewardship events
- Assists with identifying and scheduling meetings for Executive Director, and Board Members to meet with donors and donor prospects at the $10,000+ level.
- Tailor collateral materials for use in meetings, outreach, and discussions with potential funders and program partners
- Develop and implement “thank you” and recognition strategy
- Other tasks as assigned by Executive Director

Grants and Sponsorships

- Serve as point of contact together with the Executive Director, Board of Directors and Fundraising Chair for all current sponsors, and proactively engage them
- Provide support for development calls, meetings, mailings, and other related efforts
- Produce proposals for program initiatives and partnerships

- Produce grant proposals and reports for funders

Event Support

- Schedule, coordinate and attend fundraising events

Qualifications and Skills

- Bachelor's degree and minimum 3-5 years of relevant experience with grant writing and fundraising preferred
- Proficient in Donor Perfect, Raisers Edge or similar not for profit fundraising software program in addition to MS Office.
- An independent, strategic thinker who wants to thrive in an creative environment
- Excellent writing ability, including editing and proofreading
- Confident and articulate communicator on the phone and in person
- Prior success working closely and building relationships with diverse groups of stakeholders
- Ability to take initiative and set priorities
- Comfortable working as a part of a small team
- Relevant experience in business development, client management, or communications is a plus
- A strong desire to advance the mission and programs

Compensation: Includes salary and benefits in line with experience and qualifications.

Location: Chicago, IL office within Merchandise Mart Properties Building. Close to transit.

Application Process Please send your resume, two writing samples, and a cover letter that explains your interest and fit for the position by email to info@designsfordignity.org with "Development Coordinator Application" as the subject of your email. Application materials are preferred in a single PDF and may be addressed to Jennifer Sobecki, Executive Director, Designs for Dignity.

Note: We will acknowledge receipt of applications by email reply, but will respond further only to candidates whom we decide to interview due to our limited staff resources. A general courtesy email to all candidates will be sent when the position is filled.