

Director of Development

THE ORGANIZATION: Founded in 1941, The Community House is a well-established and well-managed not-for-profit community organization delivering quality recreation programs, arts and culture programs, and affordable social services. Serving south-eastern DuPage County and located in Hinsdale, The Community House builds community by providing inspiring opportunities for learning, social support, and recreation.

RESPONSIBILITIES: Reporting to the Executive Director, this individual will design and implement an innovative development plan, which will include individual, corporate and foundation giving, special events, major gifts and planned giving. Key responsibilities include:

- maintain existing funding sources while actively engaging creative and untapped resources
- manage a portfolio of 100 prospects who have major and/or planned gift potential
- supervise/guide the development and events team (currently two members)
- oversee the outsourced function of grant renewals and new funding submissions
- explore additional revenue opportunities with leadership team and board. This individual will support the Executive Director, Board and committee members, and staff in ongoing donor stewardship and cultivation. The Director will act as an expert development resource to the Board, and facilitate Board member involvement in fund-development programs, including major gifts, planned giving, capital projects, and others.

The Director will be a member of the management team which assists the Executive Director and Board members in strategic discussion about growth, opportunity and future development of the organization's mission and programs, and in the development of marketing and communications approaches that enhance The Community House's public recognition and support fundraising goals. The individual will be expected to maintain high-level knowledge of organization-wide strengths and needs, prospect pools and prospect identification, and donor engagement strategies. Lastly, this position will also be tasked with maintaining and updating a comprehensive plan for volunteer recruitment, management and recognition.

QUALIFICATIONS: This unique organization requires a multi-talented individual who will lead effectively into its 75th anniversary in 2016 and beyond. Both annual and long-range goals and objectives must be established in coordination with the Executive Director and Board Committee.

The Community House seeks a driven and accomplished development professional with progressive and dynamic experience. S/he will have a proven and measurable history of fundraising success including strong board relations, leadership gifts from individuals, corporations and foundations as well as cost-effective and successful special events. This leader must be an organized self-starter with the ability to focus knowledge and resources to increase The Community House's visibility through a comprehensive and integrated fundraising plan. The successful candidate will be flexible and adaptable with the ability to thrive in a challenging, vibrant, and diverse work environment along with a strong comfort in working independently. Knowledge of the local philanthropic marketplace will add tremendous value to the qualifications the candidate brings.

Specific requirements include:

- Motivated self-initiator, strong collaborator with a "roll up your sleeves" mentality.
- Demonstrated passion for community-based services.
- Proven success in executing development initiatives with a broad base of constituents
- Ability to work easily and effectively with Board members, colleagues and volunteers, balancing the role of sound staff direction with informed and engaged volunteers.
- Strategic in thinking and orientation, with demonstrated ability to develop creative fund development plans, and actively use those plans as a guiding force with the development team.
- Informed and knowledgeable about nonprofit fundraising and related trends, planned giving strategies, and donor approaches to charitable giving.
- Intelligent, resourceful, organized, business-minded and professional; capable of using these talents in an innovative and creative manner to develop themselves and their team.
- Undergraduate degree required, 5-7 years of leadership experience in an organization of similar size and scope.
- Proficient computer skills required in Microsoft Office and fundraising databases.

COMPENSATION AND SUBMISSION

In addition to a competitive base salary, the Director will have the opportunity to obtain additional compensation through meeting measured objectives and will also participate in a full health and retirement benefits program.