



**NOETIC**

Executive Search For Nonprofits



**mercy** HOUSING  
Live in Hope

### **POSITION GUIDE**

<b>INSTITUTION:</b>	<b>Mercy Housing</b> <a href="http://www.mercyhousing.org">www.mercyhousing.org</a>
<b>POSITION:</b>	<b>Regional Director, Major Gifts - Lakefront</b>
<b>REPORTS TO:</b>	<b>Regional Vice President – Resource Development - Lakefront Region</b>
<b>LOCATION:</b>	<b>Chicago, IL</b>

### **MISSION**

*To create stable, vibrant and healthy communities by developing, financing and operating affordable, program-enriched housing for families, seniors and people with special needs who lack the economic resources to access quality, safe housing opportunities.*

### **BACKGROUND**

Mercy Housing, a national nonprofit organization, is working to build a more humane world where poverty is alleviated, communities are healthy and all people can develop their full potential. Mercy believes that affordable housing and supportive programs improve the economic status of residents, revitalize neighborhoods and stabilize lives. Mercy Housing is one of the nation's largest affordable housing organizations, participating in the development, preservation, management and/or financing of affordable, program-enriched housing across the country. Mercy Housing serves a variety of populations with housing projects for low-income families, seniors and people with special needs. Mercy acquires and renovates existing housing, and develops new affordable rental properties.

Mercy Housing is redefining affordable housing by creating a stable foundation where residents can explore their potential, supported by practical resident programs such as health classes, financial education, employment initiatives, parenting and after-school programs for children. Mercy Housing's work spans 43 states and includes the efforts of the following:

- **Mercy Housing Management Group**, a subsidiary of Mercy Housing that provides professional property management.
- **Mercy Loan Fund**, a subsidiary of Mercy Housing that provides financing to local nonprofit organizations, enabling them to develop affordable housing in their communities.
- **Mercy Portfolio Services**, a subsidiary of Mercy Housing that assists communities across the United States to deal effectively with the foreclosure crisis.

Mercy Housing also has Geographic Business Centers ("GBC") located around the nation; they are responsible for the organization's regional real estate development, Resident Services and fundraising activities. Each GBC is directed by a regional board and a regional president.

The GBCs of Mercy Housing are organized to encompass states or regions:

- Mercy Housing California
- Mercy Housing Lakefront (Illinois and Wisconsin)
- Mercy Housing Northwest (Idaho and Washington)
- Mercy Housing Southeast (Georgia, Ohio and North and South Carolina), and
- Mercy Housing Mountain Plains (Colorado, Nebraska and Arizona)

Mercy Housing partners with local communities and makes a long-term commitment, resulting in positive, measurable outcomes for residents and neighborhoods. The organization serves as a catalyst, bringing together resources and talent in ways that are changing the face of affordable housing.

More information about Mercy Housing can be found at [www.mercyhousing.org](http://www.mercyhousing.org).

## **THE OPPORTUNITY**

Mercy Housing Lakefront (MHL) is one of the largest and most innovative community development organizations in the Chicago and Milwaukee regions. MHL has developed and currently manages 27 affordable rental properties

enabling 3,900 people to live in hope. MHL has 26 years of experience and has earned more than 60 community development awards.

In response to the foreclosure crisis, MHL helped launch Mercy Portfolio Services (MPS), 180° Properties (180), and the Mortgage Resolution Fund (MRF). MPS manages Chicago's Neighborhood Stabilization Program with a goal to rehab and reoccupy thousands of foreclosures. 180 trains and employs disadvantaged job seekers to protect and maintain foreclosed homes. MRF helps thousands of Illinois families save their homes from foreclosure.

Mercy Housing Lakefront and its sister-organizations are working together to fulfill a ten-year Moving Forward Together campaign to build or preserve 7,500 affordable homes, create 8,000 jobs, and prevent displacement or homelessness for 20,000 people in the Chicago and Milwaukee regions.

Historically, Mercy Housing Lakefront and its sister-organizations have been funded primarily through public sector support and institutional giving from corporations and foundations. The newly created position for Regional Director-Major Gifts has been established to help grow the base of individual support.

### **POSITION SUMMARY**

Reporting to the Regional Vice President-Resource Development, the Regional Director-Major Gifts will manage a portfolio of major and planned gifts prospects in support of the Lakefront Region philanthropy goals and as a member of the organization-wide Major Gift team. This person will be responsible for developing long-term donor relationships leading to increased giving levels.

Strategies to achieve this goal will include working with Board of Directors of the Lakefront Region as well as the existing staff to create the Lakefront Board of Advisors, which will become the core volunteer group in support of major and planned gifts. The Regional Major Gift Director will explore the viability of establishing giving societies as a way to engage donors while also holding one-on-one cultivation meetings with individual prospects to discuss potentially larger gifts.

This individual will be a part of a national team of Regional Director-Major Gifts and as such will actively participate in sharing knowledge and learnings with colleagues across the country.

### **JOB FUNCTIONS/RESPONSIBILITIES**

1. Strategically manage the full relationship continuum from identification and research through cultivation, solicitation and stewardship; coordinate with all Midwest philanthropy staff to integrate supporting activities

2. Identify, recruit and serve as staff liaison to the Lakefront Region Board of Advisors. Assist Board of Advisors in developing and implementing relationship development strategies designed to maximize financial support for Mercy Housing.
3. Ensure an effective program for recognition, involvement and stewardship of major gift donors that may include the creation of leadership giving donor groups.
4. Individually prepare volunteers for donor visits and generate timely follow up correspondence and call reports.
5. Manage a portfolio of 100+ high-value and/or high potential, strategic individual donors and prospects.
6. Provide monthly progress reports against activity and dollar goals to the Vice President-Resource Development.
7. Conduct regular, personal and meaningful interactions with priority donors and prospects through written communications, events, face-to-face meetings and conversations (150-200 in person visits per year or 3-4 per week).
8. Work with staff, Board of Advisors and other key volunteers to recommend and implement appropriate cultivation and solicitation strategies for new major gift and planned giving prospects as well as increasing financial support from current donors.
9. Utilize all appropriate research tools to identify prospect interests and giving potential. Ensure appropriate acknowledgement, recognition and stewardship of major gift and planned giving donors.
10. Collaborate with annual giving manager to ensure a seamless transition for identified donors and prospects into major gifts development.
11. Manage financial data and constituent information using Raiser's Edge database. Record all donor plans and actions; track portfolio to measure and report progress against goals.
12. In collaboration with Vice President of Resource Development, develop annual fundraising budgets and revenue projections; meet or exceed personal fundraising goals in support of budget.

## **CANDIDATE QUALIFICATIONS / EXPERIENCE**

### **Education:**

Bachelor's degree required in business, communications, public relations,

marketing, policy/advocacy or related field. CFRE certification is a plus.

**Experience:**

Minimum of five years experience in individual major gifts fund development, including major gifts cultivation and solicitation preferably in a human services or social services setting.

Demonstrated success in growing major and planned gift revenue; has successfully conducted face-to-face presentations to high net worth volunteers.

Team leadership experience is required; has provided leadership to colleagues in a collaborative environment while achieving individual fundraising goals.

Excellent interpersonal and communications skills, both written and verbal with a track record of being able to relate to a variety of individuals and groups.

Intermediate proficiency with MS Office applications, Raiser's Edge (preferred), prospect research tools, and the Internet.

Demonstrated creativity, problem-solving skills, strong initiative and the ability to work independently.

Planned Giving and Capital Campaign experience preferred.

**COMPETENCIES / ATTRIBUTES**

The successful professional:

- Is highly competent and effective in leading others through influence, based on expertise and adding value, rather than direct line of authority.
- Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumption. Is compassionate for the life circumstances of others.
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers.
- Identifies and takes advantage of opportunities for personal and professional development.
- Coaches and encourages individual employees and teams. Encourages the professional and personal development of staff. Positively recognizes the accomplishments of staff in own work group and other areas of Mercy Housing.

- Comes to meetings prepared and on time; honors work commitments; follows through on what was agreed upon; meets agreed upon deadlines.
  
- Collaborates with other work groups, Mercy Housing organizations, and outside organizations as appropriate, in a proactive and responsive manner.
  
- Honors the private and confidential matters of co-workers; protects the proprietary information of Mercy Housing.
  
- Follows rules, regulations, and policies; positively contributes to implementing changes.
  
- Communicates courteously and effectively with others; sets clear expectations.
  
- Reinforces the importance of the core values within the work group and the larger organization by acknowledging behaviors that demonstrate or reflect Respect, Justice, and/or Mercy.
  
- Deals with issues directly, in a respectful and timely manner, using an approach that focuses on resolving the issue while not criticizing the person.

## **COMPENSATION**

A comprehensive compensation package, including health and retirement benefits, will include a competitive base salary.

To apply, please send a current resume and letter of introduction to Noetic Search at [resumes@noeticsearch.com](mailto:resumes@noeticsearch.com). For more information, please visit the Mercy Housing website at [www.mercyhousing.org](http://www.mercyhousing.org).