

The Director of Development, who reports to the Executive Director, will successfully design and implement GECF's all-encompassing fundraising and donor management strategy, which will include individual, online, corporate, foundation, and special events fundraising (as appropriate). The Director will manage day-to-day development operations, including the successful implementation of GECF's fundraising strategy, and establish, nurture, and maintain good relationships with the Board, staff, and donors.

To secure and develop the revenue necessary for the business to achieve its strategic and organizational goals and advance the mission, the person in this collaborative function will cooperate across teams. Will also develop messaging for the initiatives for the GE Chamber Foundation.

### Requirements

- 3+ years of progressive leadership and/or managerial experience in nonprofit organization
- Demonstrated commitment to GECF's mission and to social, economic, racial justice
- Strong familiarity with Chicago's BIPOC communities and nonprofit ecosystem
- Critical race analysis as it relates to BIPOC communities and nonprofit ecosystem
- Exceptional interpersonal skills that demonstrate the ability to build innovative, creative and strong relationships with individuals and groups from diverse cultural, ethnic, and geographic backgrounds.
- Demonstrated ability and commitment to collaborate with diverse stakeholders in a way that prioritizes partner organization development and builds organizational capacity
- Excellent written, verbal and interpersonal communication skills with ability to make effective oral presentations to large and small groups in a culturally competent manner.
- Excellent PC skills, including Google Apps Suite and Microsoft Suite.

### Development Strategy

- Develop annual revenue goals and a comprehensive development strategy; track and report progress against development plan; and provide ongoing evaluation and oversight.
- Oversee ongoing communication, cultivation, and stewardship of diverse donor audiences, including donor acknowledgments, pledge reminders, monthly giving confirmations, thank you calls, Website pages, responding to donor inquiries, etc.
- Coordinate all development functions, providing support and mentoring staff in GECF's development efforts.

### Foundations & Corporations

- In partnership with Women Unite (grant writing team), lead efforts to identify, secure and retain new and existing foundation and corporate support, including conducting outreach and giving presentations to prospective funders about GECF's programs and impact.
- In coordination with the Development Coordinator, oversee GECF's grants management, including the coordination, development and tracking of existing and proposed grant projects; and working with Women Unite to complete and submit timely grant reports.

### Individual and Major Donors

- Lead efforts in developing and growing a diverse, robust donor base and pipeline at all levels, including annual fund appeals, e-solicitations, and online and monthly giving.

- Maintain and strengthen relationships with current donors to increase gift size and retention through donor events, online and direct mail streams, and informal communication.

#### Board Relations

- Work with Board members to help them fulfill their development responsibilities.
- Prepare and deliver development reports, including plans, accomplishments and challenges, for Board meetings.
- Communications
- Develop an organizational communication plan
- Maintain organizational talking points for staff and volunteers
- Maintain regular communication with all GECF supporters
- Oversee social media

#### Management and Administration

- Oversee management and strengthening of development processes and systems, including recordkeeping, gift acknowledgments, renewals, mailings and communications calendar;
- Provide equitable guidance, leadership, and direction by establishing priorities and performance expectations.
- Build an organization-wide culture of philanthropy. Support the Executive Director, other collective leaders and staff in their fundraising responsibilities.

#### Required Hours

Generally, Monday through Friday 8:30am to 6:30pm, 40 hours per week, including evening and weekend hours (as programming is scheduled, Chamber events, meetings with key stakeholders, etc.) will be necessary for this role. Much of the work will take place in Greater Englewood.

#### Working Conditions

Work is currently performed in office and may eventually be performed virtually or a hybrid of both. Must be able to work in an open office setting with moderate noise levels.

#### Compensation

A unique opportunity to support building strong, resilient small businesses all across the South Side. A competitive compensation package including salary, paid-time-off benefits and professional development opportunities. The salary for the position is \$65,000 annually.

The GE Chamber Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, GE Chamber Foundation complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please submit cover letter and resume to [gtech@gechamber.com](mailto:gtech@gechamber.com)