



# Director of Development

**Supervised by:** Executive Director

**Supervises:** Data & Evaluation Manager, Grants Manager, Marketing & Individual Giving Manager

**Classification:** Salaried, fulltime, exempt

**Last Updated:** September 2023

## ABOUT US:

Hi, we're the Northwest Center (NWC). We're a community-based organization rooted in and serving Belmont Cragin and the greater Northwest side of Chicago.

At the NWC, there's a thread that brings together everything we do. It's about connection. Human connection. Connecting folks to the right people, the right resources, the right skills, in the form of a listening ear, a helping hand, or a warm hug. We're about cultivating and sustaining an environment of empowerment. Inclusivity. Justice. Equity. So residents can keep building their neighborhood into the home they want it to be.

As we say to community members, it's your neighborhood. Your street. Your family. Your home. And we are here to help ensure that it stays that way. Because at the end of the day, that connecting thread leads right back to you.

## VALUES

**Resident-led** | Community residents are at the forefront of our work, and our team, from our board to our staff, reflects the community.

**Relational** | Strong relationships advance and enhance our work.

**Responsive** | We were born out of, and continue to be, responsive to the needs of the community.

**Innovative** | Innovative programs and organizing campaigns drive our work and differentiate us from others.

**Data-driven** | We use data from the community to plan and inform all our work.

**Racially equitable** | Our work affirmatively seeks to reduce racial inequity through building the power of residents who, as a result of systemic oppression and racism, face pressing issues and a lack of resources on Chicago's Northwest Side.

# Job Summary

## YOU ARE

The Director of Development (DD) is a big-picture thinker who is willing to take risks and innovate based on the needs of the community, racial equity, and the funding priorities of NWC. You are a collaborative team-player that works alongside NWC's Data & Evaluation Manager, Grants Manager, and Marketing & Individual Giving Manager to create and meet annual development and fundraising goals. You are creative, passionate, relationship-oriented, and able to manage multiple projects, campaigns, and work streams at once.

## YOU BRING

- 3-5 years of previous non-profit development, grant writing, and marketing experience or equivalent
- Excellent writing skills, including experience with producing organizational data, reports, and other organizational communications
- Strong verbal communication skills; confidence articulating vision and ideas, and an ability to facilitate and foster dialogue and feedback with diverse ranges of people
- Track record of effectively employing a relational and collaborative approach to project management, grant writing, data, evaluation, marketing, and individual fundraising
- Ability to balance multiple large scale, collaborative projects within established timelines
- Strong team management, including supporting work plans and mentoring professional development; experience with restorative and trauma-responsive practices preferred
- Demonstrated commitment to racial equity, social justice, community organizing, advocacy, and doing with rather than for communities
- Experience using Microsoft Office Suite, web-based platforms, and fundraising platforms
- Experience working in partnership with low-income communities of color; connection to Belmont Cragin preferred
- Proficiency in Spanish preferred
- Bachelor's degree preferred

Northwest Center recognizes that job seekers from marginalized communities (for example, women, LGBTQ+ people, and people of color) can be less likely to apply for jobs if they don't meet every single qualification listed. We encourage you to consider applying even if you may not meet every attribute listed. Our priority is to find the right candidate for the job, and that may be you!

## YOU'LL DO

### **Development Team Management** (approximately 40% of the position)

The DD holds primary responsibility for managing the Development Team, including its collective work in grant management, data, evaluation, marketing, and individual giving.

- Support major activities of Data & Evaluation Manager (DEM), Grants Manager (GM), and Marketing & Individual Giving Manager (MIGM), including developing strategies and tools, coaching team on project management, and contributing to grants, data, evaluation, marketing, and individual giving activities as needed. Manage scope of work for each position and communication, transparency, and load of tasks across roles.
- Co-create and offer consistent feedback on work plans of Data & Evaluation Manager, Grants Manager, and Marketing & Individual Giving Manager, including through one-on-one meetings and mid-year and end-of-year reflections.
- Train and coach Development Team members in creating agendas, note taking, team building, and facilitation through weekly team meetings.
- Create and coach team members in managing Development Team budget, in collaboration with Executive Director (ED) and Director of Operations & Finance (DOF).
- Mentor Development Team members in pursuing needed and desired professional development opportunities.
- Support Development Team in learning relevant local contexts and histories, racial and social justice frameworks, and the role of development in the nonprofit industrial complex.
- Lead team in updating Development Team charter and agreements twice annually.
- Facilitate creation of and support progress towards team and individual goals.

### **Development Strategy** (approximately 40% of the position)

The DD works closely with the ED to create, monitor, and lead an organization-wide strategy for development based on the vision and needs of the NWC's programs and our residents.

- Co-create income components of annual budget and mid-year budget revisions, including setting annual grant and fundraising goals, in collaboration with ED, GM, and other directors.
- Implement a funding assessment process to identify short-term and long-term funding priorities aligned to organization-wide strategic plan and program-level needs, in collaboration with ED, GM, and other directors.
- Support GM in identifying and prospecting new institutional funding opportunities consistent with funding priorities and needs assessment; ensure funding plans are aligned to NWC's mission and values as well as program director goals.
- Develop and monitor key institutional funding progress indicators in partnership and collaboration with the GM and provide regular updates to the ED.
- Cultivate strong institutional funder relationships by "managing up" and providing guidance on stewardship priorities and timelines to the ED and other directors. Cultivate a professional network that highlights emerging funding opportunities.
- Develop, coach implementation of, and evaluate individual fundraising strategies across the organization in collaboration with the MIGM, including annual Celebrate Home gala, Giving Tuesday campaign, and other fundraising and engagement activities throughout the year. Ensure individual giving is aligned with annual fundraising goals, NWC's mission and values, and the strategic plan.
- Serve as primary point of contact with the NWC board's Development Committee, as well as primary point of contact with full board on development-related activities; lead creation of

and manage board goals for fundraising; prepare and present post-campaign and end-of-year reports to board.

- Support DEM in creating and maintaining appropriate data systems and evaluation processes for full organization, including coordination of external contractors, to support continuous improvement of NWC programs, compliance with grant requirements, and public accountability to the communities NWC serves.
- Create and lead the incorporation of a racial equity lens into NWC's development strategy, including working with the Development Team to evaluate current and future funding opportunities.

***Inter-Team Coordination*** (approximately 15% of the position)

The DD leads collaboration across organizational functions and manages colleagues' participation to ensure Development Team efforts align with NWC's mission-driven priorities.

- Lead directors, GM, and DEM in evaluating and refining alignment between program activities and organizing initiatives across NWC, grant proposals, and funding outcomes to ensure execution of development strategy.
- Lead coordination of activities and relationship with development staff between NWC and our subsidiary, the Northwest Side CDC, to coordinate collaborative grants and opportunities.
- Lead engagement of all staff in development processes, including training in grants and fundraising, understanding funding portfolios, understanding stewardship and responsibilities of grants, and creating and monitoring staff fundraising goals.
- Lead and maintain record keeping and sharing of key organizational documents and processes connected to development with directors team and full staff, in coordination with Director of Operations & Finance.

***Other*** (5% of the position)

- Engage in ongoing learning and professional development on best practices in fundraising, philanthropy, marketing, and racial and social justice.
- Attend and actively participate in required educational programs and departmental and staff meetings.
- Support ED in representing the organization to external stakeholders, public audiences, and media as needed.
- Perform other duties as assigned by the Executive Director.

## **OUR CULTURE**

At the NWC, you will work with a team of collaborative, thoughtful, trauma-informed, and racial justice-oriented people. You'll be part of a team that values equity and consensus-based decision making.

Our office is like a home where guests are always greeted and called by their name, and offered a warm cup of coffee. Our workspace bustles with our team, participants, and community members; youth, parents, older adults. And our people understand that it takes a unified team committed to our values to carry out our work. Our audience is often composed of people who we're meeting during times of hardship and change. So when we greet folks, pick up the phones, or help a colleague out with refilling the printer paper, we do so with compassion and empathy.

## **WORK ENVIRONMENT**

- Our team is currently operating in a hybrid work environment that includes in-office and remote work. Schedules are arranged by position to maximize flexibility and the need of the position.
- This position operates primarily in an office environment that is fully accessible and routinely uses standard office equipment such as computers, phones, printers, copiers, filing cabinets, and fax machines.
- While performing the duties of this job, the employee is regularly required to converse and exchange information, and will frequently need to move/traverse. The employee will operate office technology and equipment, and may occasionally move/transport objects up to 25-40 pounds.
- The nature of our community-based work often involves evening and weekend obligations, and some travel to off-site locations in the Chicago metro area.
- Our workplace is a non-smoking and drug-free environment.

## **SALARY & BENEFITS**

- Salary range: \$67,500 - \$96,000 depending on experience
- 401k (matching may be available depending on annual budget)
- HMO and PPO Health Insurance Options with monthly employee contributions of \$50-\$100
- Free Vision, Dental, and Long-Term and Short-Term Disability Insurance
- Accommodating work schedule (including half-day & fully remote Fridays)
- Excellent PTO compared to industry average, starting at 20 days a year plus 2 weeks of additional paid time off at the end of each calendar year
- Parental leave