



Communities In Schools of Chicago
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POSITION DESCRIPTION

ASSOCIATE DIRECTOR OF DEVELOPMENT

Communities In Schools (CIS) of Chicago is a nonprofit organization dedicated to working in partnership with Chicago Public Schools (CPS) and community organizations to help students stay in school and be successful. During the 2018-2019 school year, CIS of Chicago will partner with more than 150 Chicago public schools and expects to connect 2,250 services and programs to more than 70,000 CPS students and their families by leveraging community partner programs and services. In addition, CIS of Chicago places full-time Student Supports Managers in 20 Chicago public schools – our Intensive School partners. Our staff in these schools provide intervention services to a caseload of 45-50 students per school who are at risk of dropping out, as well as connect support services to the whole school.

CIS of Chicago was founded in 1988, and is an affiliate of Communities In Schools, Inc., a national nonprofit organization with offices in more than 150 different cities.

The **mission** of Communities In Schools of Chicago is to surround students with a community of support, empowering them to stay in school and achieve in life. The **vision** of CIS of Chicago is to ensure that every public-school student in Chicago graduates from high school prepared to succeed. The organization's core values are *Impact, Integrity, Relationships, and Social Justice*.

CIS of Chicago provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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.

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Donors are expanding their roles to include doing good in addition to doing well. Savvy not-for-profits are working to engage them. Join Communities In Schools of Chicago, the dropout prevention organization that *works* in our efforts to engage the Chicago philanthropic community.

We have a powerful message that resonates well: data that proves our impressive impact, a cost-effective model that reaches tens of thousands of children every year, and a focus on education and at-risk youth – tomorrow’s employees and leaders.

CIS of Chicago is seeking an Associate Director of Development. The position will be responsible for managing a staff of three and overseeing development operations. He/she will have front-line responsibility for delivering the results from a portfolio of institutional and individual funders and prospects; having an external-facing role in cultivation and development of donors and prospects; writing and submitting grant applications; and helping to plan and execute cultivation and fundraising events.

Responsibilities

- Manage team of three direct reports (currently)
 - Development Manager (responsible for a portfolio of foundations and government funding);
 - Development Associate (donor stewardship; board administrative liaison; annual fundraising event);
 - Development Assistant (gift processing; annual appeal; database; management reporting)
- Ensure the smooth functioning of development operations
- Institute and manage fundraising metrics for the department
- Manage a portfolio of 40-60 institutional and individual donors or qualified prospects; deliver revenue at or above budget
- Review and approve proposals and reports created by direct reports
- Create proposals and reports as needed
- Support organizational leaders as needed in their major gift solicitations
- Represent the organization at external events
- Other duties as assigned as part of a collaborative team

Desired Characteristics

- Understanding of and commitment to the mission of Communities In Schools
- Ability to manage and be part of a supportive collaborative team
- Understanding of effective fundraising metrics
- Ability to communicate professionally with diverse audiences
- Strong writing and editing skills
- Attention to detail; excellent follow through
- Ability to prioritize and multi-task, performs well to deadlines
- Ability to work occasional evenings and weekend

Qualifications

- Minimum of three years of experience in a fundraising position with a proven track record of success
- Management experience

- Superior writing, organization and communication skills
- Familiarity with e-Tapestry or Raisers Edge, as well as Excel
- *Degrees: Bachelor's required; advanced credentialing preferred (Masters or fundraising certifications)*

Reports to: Chief Resource Officer

Work Environment: The position will be primarily located in the headquarters for Communities In Schools of Chicago.

Schedule: This position is a full-time, year-round position and follows CIS of Chicago's holiday and vacation time calendar and corresponding policies.