



JOB DESCRIPTION

DIRECTOR OF DEVELOPMENT & COMMUNICATIONS

POSITION: Director of Development & Communications

STATUS: Full time

PAYMENT: Salary, commensurate with experience, competitive benefits package

*Reporting to the Executive Director, the **Director of Development & Communications** will drive the private fundraising and communications efforts for Onward Neighborhood House, a 124-year-old nonprofit organization.*

Founded in the settlement house tradition, Onward House provides a spectrum of educational programming across the lifespan, including resources for local entrepreneurs and small business owners in Chicago's Belmont Cragin.

The Director of Development & Communications will be a self-starter, motivated by the opportunity to build a department in an organization on the rise.

Onward House recently completed a strategic planning process to support private revenue growth through fiscal year 2020. From the outset, the position will be supported by a contracted professional grant writer and a part-time assistant responsible for managing the donor database. Onward House has also selected a consultant to rebuild onwardhouse.org and related communications materials.

Responsibilities:

LEADERSHIP

- Oversee all agency development and communications operations, including the supervision of department staff and consultants
- Represent the organization (externally) in the absence of the Executive Director
- With time, hire, train and supervise mid-level department staff
- Monitor private fundraising targets, based on annual budget projections
- Liaise with Executive Director, Board of Directors and Auxiliary Board to implement fundraising strategy
- With Executive Director and other senior staff, engage in agency strategic planning

FUNDRAISING

- Lead Onward House's existing special events, including an annual gala, golf outing and walk-a-thon
- Maintain existing and develop new relationships with key foundation and corporate staff and local businesses
- Coordinate with grantwriting consultant to manage grants calendar, develop proposal narratives and prepare attachments



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- Research new prospective foundation, corporate and government funding sources
- Coordinate meetings with program directors to determine program needs and manage grant compliance
- Work with program directors to track and monitor program outcomes and client demographics for grant reporting
- Implement and expand upon Onward House's individual giving strategy, including donor prospecting and cultivation
- With Executive Director, engage in research and planning to develop new earned income streams

COMMUNICATIONS

- Increase Onward House's brand visibility and monitor quality
- Implement and expand upon Onward House's communications strategy, including print materials, website, e-newsletter and social media platforms
- Serve as project manager with project-based contractors (ex. Website redesign)
- Serve as primary copywriter and editor for organization

Requirements:

- Bachelors degree or higher
- Minimum five years related experience
- Knowledge of philanthropic landscape
- Experience with grant writing and prospect research
- Strong interpersonal skills, with the ability to engage multiple, diverse stakeholders
- Comfortable and confident in a fast-paced environment
- Acute attention to detail and excellent organizational skills
- Excellent writing skills
- Proficiency in Microsoft Office Suite, and donor database systems (ex. eTapestry, Salesforce, Raisers Edge)
- Proficiency in social media platforms
- Experience with email listserv (ex. Constant Contact) preferred

Interested candidates should email cover letter and resume to adrienne@alangecreative.com by May 31, 2017.