



**JOB TITLE:** Director of Development & Communications

**FLSA STATUS:** Exempt

**REPORTS TO:** Executive Director

**Onward Neighborhood House** is rooted in a rich history of social services to improve lives and uplift communities through educational, economic and support services.

As a not for profit, our strength is our ability to adapt to societal change. In the early 20th century, people in the West Town community needed food, clothing, and shelter – and Onward House responded. Today, adult education and affordable childcare ranks among the community's greatest needs. Onward House is the comprehensive Adult Education provider in **Belmont Cragin (5423 W. Diversey Avenue, Chicago, IL 60639)** and one of the major providers of high-quality Early Childhood Education.

*Onward House will be completing a strategic planning process by the end of June that will guide the organization for the next three years and beyond. A full-time development associate and a contracted professional grant writer support the position of director.*

#### **What you will be doing...**

Under the general supervision of the Executive Director, the **Director of Development & Communications** will drive the private fundraising and communications efforts for Onward Neighborhood House, a 129- year-old nonprofit organization. *The Director of Development & Communications will be a self-starter, motivated by the opportunity to grow a department in an organization continuing to expand its footprint in the community.*

## **Responsibilities:**

#### **LEADERSHIP**

1. Oversee all agency development and communications operations, including the supervision of department staff and consultants
2. Represent the organization (externally) in the absence of the Executive Director
3. Hire, train and supervise mid-level department staff
4. Monitor private fundraising targets, based on annual budget projections



5. Liaise with Executive Director, Board of Directors and Auxiliary Board to implement fundraising strategy
6. With Executive Director and other senior staff, engage in agency strategic planning

### **FUNDRAISING**

7. Lead Onward House's existing special events, including an annual gala, golf outing and smaller events
8. Maintain existing and develop new relationships with key foundation and corporate staff and local businesses
9. Coordinate with grant writing consultant to manage grants calendar, develop proposal narratives and prepare attachments
10. Research new prospective foundation, corporate and government funding sources
11. Coordinate meetings with program directors to determine program needs and manage grant compliance
12. Work with program directors to track and monitor program outcomes and client demographics for grant reporting
13. Implement and expand upon Onward House's individual giving strategy, including donor prospecting and cultivation
14. With Executive Director, engage in research and planning to develop new earned income streams

### **COMMUNICATIONS**

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

### **MUST HAVE**

- Bachelor's 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. Neon CRM, Salesforce, Raisers Edge)
- Proficiency in social media platforms
- Experience with email listserv (ex. Constant Contact) preferred

**Interested candidates should email writing sample and resume to Virgil Hernandez, Human Resources Director at [vhernandez@onwardhouse.org](mailto:vhernandez@onwardhouse.org) by June 20, 2022.**