



180 North Michigan Ave.
Suite 600
Chicago, IL 60601

312-443-9603 tel
312-443-9602 fax
ourresilience.org

Position Title: Director of Advancement

Reports to: Executive Director

Salary Range: TBD, commensurate with experience

Benefits: HMO, Dental, Vision, Life Insurance fully covered by employer. Holiday, Vacation and Sick time.

Location: Hybrid in-person/work from home

ORGANIZATIONAL BACKGROUND

Resilience is an independent, nonprofit organization dedicated to the healing and empowerment of sexual assault survivors through nonjudgmental crisis intervention counseling, individual and group trauma therapy, and medical and legal advocacy in the greater Chicago metropolitan area. Resilience provides public education and institutional advocacy in order to improve the treatment of sexual assault survivors and to effect positive change in policies and public attitudes toward sexual assault. Established in 1974, Resilience serves over 2,000 survivors of sexual violence and their loved ones annually. Resilience has a main office in downtown Chicago, a community-based office in Austin, and several co-locations within partner organizations across the city.

GENERAL ROLE DESCRIPTION

The Director of Advancement is responsible for leading all day-to-day advancement operations. This critical position provides strategic leadership in the creation and implementation of a comprehensive fundraising plan that reflects a diverse portfolio including an individual donor program, foundation support, annual appeals, corporate sponsorship, and special events. This position creates the vision for fundraising growth and will ensure implementation of a multi-year development plan that supports and aligns with the vision for growth and our agency's overall strategic plan. Reporting to the Executive Director, the Director of Advancement is a member of the Leadership Team and participates in a wide range of strategic planning and internal initiatives, including the creation and implementation of organizational strategies, policies, and practices. This position supervises an Advancement Coordinator, as well as intern(s) and a contractual grant writer. This is a full-time, exempt position.

RESPONSIBILITIES

Individual and Corporate Donor Identification, Cultivation, Solicitation, and Stewardship

- Develop, implement, and maintain a donor strategy including the identification, cultivation, solicitation, and management of individual donors with a specific focus on major donor acquisitions and stewardship
- Meet or exceed annual fundraising goals
- Maintain and grow relationships with current and past donors, working to increase or renew support
- Identify and cultivate new relationships with individuals, businesses, and corporations to solicit financial and in-kind contributions
- Oversee the implementation of appeal letter campaigns, including the annual year-end appeal and all other fundraising initiatives and communications
- Establish and ensure operating practices regarding but not limited to correspondence, gift processing, acknowledgments, and financial reporting
- Analyze and measure campaigns and activities, including the effectiveness and return on investment (ROI), ensuring the best use of development resources
- Accountable for the quality and integrity of the donor management system and donor-related information, and reporting

Grants Management and Foundation Relations

- Ensure that research, letters of intent, grant proposals, and grant reports are submitted on a timely basis to funders, in coordination with contract grant writer and program directors
- Cultivate institutional supporters by maintaining regular communication with current and potential funders, and coordinating and leading site visits
- Oversee prospect research for potential funders, including local, regional, and national foundations
- Maintain a comprehensive internal grants calendar tracking current and potential funders
- Maintain current grant calendar to ensure no deadlines are missed, budget is reflected properly, and prospect research is in order

Records and CRM Administration

- Serve as the primary administrator of the customer relationship management (CRM) software, EveryAction, ensuring data accuracy and integrity
- Oversee migration of CRM from Salsa to EveryAction and train staff as needed
- Prepare, analyze, and interpret a variety of reports regarding fundraising outcomes, trends, and forecasts; provide standardized reporting on a monthly basis
- Maintain records of grants, special events, and donations from individuals, corporations, and foundations
- Oversee organization and maintenance of all advancement records and files

Special Events

- Ensure that the special event planning initiatives of the Associate Board's Resource Development Committee (RDC) are properly supported by staff and/or volunteers
- Lead the planning and implementation of all other special events, including a major donor cultivation/stewardship event
- Recruit volunteers and manage event planning committees
- Create and provide content, and collaborate with Social Media Manager and Marketing & Communications Manager to ensure all special events and advancement efforts are properly promoted, including on social media and the website

Board of Directors and Associate Board Engagement

- Engage as appropriate to effectively implement the annual fundraising plan
- Work directly with the RDC chairperson and committee, staffing meetings and supporting the agenda as they work to meet the committee responsibilities and goals as outlined in their charter and in the strategic and development plans
- Support and advise members on their annual give/get pledges including their fundraising activities, individual giving, donor identification, donor cultivation, donor solicitation, donor stewardship, and donor recognition
- Provide guidance, support, and ongoing training to develop and maximize Board fundraising capacity
- Prepare regular progress reports related to fundraising and the management of fund development activities, providing relevant data analysis
- Attend meetings of the Board of Directors and the Associate Board

Development Budget Management

- Develop an annual revenue and expense budget for the development department based on fundraising goals
- Track and monitor revenue, expenses, and returns on investment to ensure the fundraising goals as approved in the annual budget and strategic plan are met
- Work with Director of Finance to tie out financials on a monthly basis
- Accurately report fiscal year donor statistics for Annual Report

Leadership

- Foster a culture of philanthropy within the organization
- Participate on hiring committees as needed
- Recruit, hire, and supervise staff, interns, and contractors as needed

Perform other duties as assigned to further the reputation and financial stability of Resilience

POSITION REQUIREMENTS

- Minimum of seven years of experience in nonprofit fundraising with demonstrated accomplishments, including a proven track record in achieving fundraising goals and experience in development and managing a diverse portfolio of support
- Proven track record in successfully developing and implementing an individual donor strategy
- Ability to write letters of intent (LOI), proposals, and grant reports with a history of success in raising dollars via private foundations
- Successful history of working with boards and volunteer event committees
- Experience managing logistics for events
- Experience speaking or presenting at fundraising events
- Knowledge and familiarity with Chicago philanthropic community highly desired
- Technologically savvy, with advanced experience in Microsoft Office Suite, online fundraising, e-communications, and donor databases required; specific knowledge of the EveryAction a plus
- Experience managing volunteers
- Budget development and management experience
- Minimum of ten years of supervisory experience
- BA/BS (or equivalent) in a related field required
- Ability to function well within a team environment, including cross-department collaboration
- Ability to work independently, manage multiple tasks, and meet deadlines
- Cooperative, flexible, and professional style; needs to be an active and engaged team member
- Excellent responsiveness, and time management and prioritization skills
- Results-focused, highly organized self-starter
- Strong analytical and organizational skills



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ORGANIZATIONAL REQUIREMENTS

- Exceptional executive functioning skills and emotional intelligence
- Adaptability, conscientiousness, and reliability
- Excellent verbal and written communication skills
- Ability to give and receive honest, constructive feedback
- Ability to take initiative and work independently, as well as in a team environment that includes cross-department coordination
- Passion for Resilience's mission required; understanding of and/or experience working with sexual assault, women's issues, and human rights issues preferred
- Flexibility to work occasional evening and weekend hours
- Completion of minimum 40-hours of sexual assault training within 90 days of hire

HYBRID WORK ENVIRONMENT

To help promote work-life balance, Resilience provides a hybrid workplace that allows employees to work remotely or from the office, based on the needs of the organization and their personal preferences.

BACKGROUND CHECK REQUIREMENTS

Because of the nature of our funding, all staff, interns, and volunteers are required to clear a criminal background check, free of convictions related to 1) any sex offense, and 2) any offense in which the victim is, by statute, a youth, including but not limited to, child abuse and child endangerment.

Additional background checks vary by position and are required for work with Chicago Public Schools, Cook County Health and Hospitals System, and for work with survivors who are incarcerated. Those who do not pass these requirements are not eligible for employment.

ENVIRONMENTAL/ PHYSICAL

- If you are offered employment with Resilience, please take one of the following steps to meet the necessary requirements.
 - Prior to or on your first date of employment, you will be required to provide proof of your COVID-19 vaccination to Human Resources Department.
 - You will receive direction on how and when to provide proof of your COVID-19 vaccination. Acceptable proof of vaccination includes:
 - CDC COVID-19 vaccination record card
 - Documentation of vaccination from a health care provider or electronic record
 - A copy of medical records documenting the vaccination
 - A copy of immunization records from a public health
 - Possible exposure to vicarious trauma
- Potential for exposure to environmental and/or psychological hazards on or offsite at select partner locations
- Physical requirements may include (extended or periodic) walking, bending, reaching, sitting, and lifting

Persons of color and LGBTQ+ persons are encouraged to apply. Resilience is an equal opportunity employer and does not discriminate on the basis of race, age, sex, gender identity, gender expression, national origin, sexual orientation, or disability in its procedures and policies.



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SURVIVORS
ENDING SEXUAL
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To Apply: Please send your cover letter and resume to:

Jessica Hamer, Director of Human Resources

jobs@ourresilience.org

Include the title of the position and your last name in the subject line.

Please note that applications without cover letters will not be considered.

No phone calls, please.