



RESILIENCE
EMPOWERING
SURVIVORS
ENDING SEXUAL
VIOLENCE

180 North Michigan Ave.
Suite 600
Chicago, IL 60601

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

Position Title: Advancement Coordinator (full-time, non-exempt)

Reports to: Director of Advancement

Pay Range: \$43,000 - \$45,000, 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 Advancement Coordinator is responsible for providing support to the advancement team by coordinating all activities related to donor cultivation and stewardship; special events; grants; board and associate board management; Sexual Assault Awareness Month (SAAM); and other development initiatives. The Advancement Coordinator will work closely with their supervisor, the Director of Advancement, and others to ensure the successful execution of advancement projects, programs, and events.

RESPONSIBILITIES

Individual, Foundation, and Corporate Donor Cultivation/Stewardship

- Assist the Director of Advancement in creating and coordinating all appeals, campaigns, and mailings
- Segment, develop, and implement acquisition, solicitation, and stewardship for individual and corporate donors
- Implement an impeccable donor acknowledgment process consistent with development department policies and procedures
- Engage with donors and prospects as requested by the Director of Advancement
- Assist with the development and implementation of department practices, policies, and procedures
- Assist as appropriate with the creation, development, and printing of collateral materials
- Conduct prospect research on individuals, foundations, and corporations

Special Events

- Assist the Director of Advancement and event planning committee in the planning, logistics, and implementation of all fundraising events
- Process sponsorships, ticket sales, and donations for fundraising events
- Assist Director of Advancement in managing Silent Auction for annual fundraiser
- Assist Director of Advancement in planning event committee meetings and taking minutes

Grants

- Work with Director of Advancement and grant writer on applications, letters of interest (LOI), and reports, serving as liaison to other Resilience staff members as necessary to gather needed information and documentation
- Assist with prospect research for potential funders, including local, regional, and national foundations
- Assist with a comprehensive internal grants calendar tracking current and potential funders
- Process grant writer invoices

Board and Associate Board Management

- Track and report on quarterly give/get reports for Board of Directors
- Track and report on quarterly give/get reports for Associate Board members, working closely with Associate Board Treasurer
- Provide administrative support for Associate Board members, particularly AB officers and committee chairs

SAAM

- Work with Director of Administrative Services to ensure website is up-to-date with all SAAM activities and events
- Work with Director of Administrative Services to manage registration and registration websites for SAAM events
- Manage peer-to-peer and Facebook fundraiser reporting/administration
- Serve on SAAM Committee

Records and Customer Relations Management (CRM)

- Assist Director of Advancement with the administrator of the current CRM (Salsa) and data entry, ensuring accuracy and integrity
- Assist Director of Advancement with maintaining records of grants, donations from individuals, corporations, and foundations, and special events
- Assist Director of Advancement with the migration from Salsa to EveryAction, and with staff training as needed

Other:

- Process development department invoices to Director of Finance
- Respond to general development inquiries, both via phone and email
- Provide backup administrative support in the following areas as needed:
 - Administrative and logistical support for organizational meetings
 - Answer, screen, and direct phone calls; forward voicemail from the general mailbox to the appropriate staff member; respond to routine phone inquiries
 - Open, log, and photocopy checks
 - Receive and direct visitors and clients

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

POSITION REQUIREMENTS

- Minimum of three years of experience in Customer Relations Management (CRM) administration required; experience with Salsa and/or EveryAction a plus
- Proficiency in CRM platforms, online fundraising, email marketing software, social media, and the Microsoft Office suite
- Exceptional database management, IT, organizational, and project prioritization skills
- Experience managing logistics for events
- Experience working with boards and volunteer event committees
- Dedication to excellent customer service
- Ability to adjust priorities and manage multiple tasks while working collaboratively
- Impeccable attention to detail and ability to produce error-free work
- BA/BS (or equivalent experience) in business, non-profit management, marketing, or similar field strongly preferred

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.

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.