



Development Director

Overview

The Development Director is responsible for creating and implementing a comprehensive annual Development Plan with campaign goals to meet SHALVA fund raising goals. The ideal candidate will have strong fundraising, relationship building and communication skills, as well as a proven track record raising funds through special events, annual giving, foundation grants, and major gifts. Knowledge of the Chicago Jewish community, ability to manage multiple projects, strong interpersonal and organizational skills are all essential characteristics of a successful candidate. This is a full-time exempt position that reports directly to the Executive Director. The exact office location in the greater Chicago area is confidential, but it is an easy commute from most city and suburban locations by car, with onsite parking provided.

Responsibilities

- Create and execute a comprehensive annual development plan and departmental budget that meets revenue goals through individual giving, major gifts, foundation support, corporate partnerships, and events
- Partner with the Executive Director and Board to identify, engage, and solicit prospective donors
- Cultivate and steward relationships with major donors, with a special emphasis on the Jewish community through personal and virtual meetings
- Provide professional leadership to committees, working closely with lay leadership to achieve fundraising and engagement goals
- Mentor and supervise the Development manager and assigned volunteers. Engage and collaborate with the SHALVA staff team
- Oversee fundraising events, campaigns, and donor communications
- Manage grant strategy and reporting in collaboration with program staff
- Ensure accurate donor records and reporting through the agency's database
- Collaborate with marketing and communications staff to tell compelling stories that inspire giving

Qualifications and Skills

- Bachelor's degree required
- Seven plus years' experience in nonprofit fundraising or a closely related field
- Excellent interpersonal and communication skills with demonstrated ability to develop collaborative relationships with internal and external colleagues and stakeholders
- Varied solicitation, donor cultivation and stewardship experience
- Strong attention to detail; able to organize, prioritize and execute responsibilities while managing simultaneous priorities
- Strong fundraising database skills required with a preference for Donor Perfect
- Comfort with the Microsoft Office tool suite
- Passion for SHALVA's mission and the Jewish community, familiarity with Jewish calendar and lifecycle

- Interest in exploring and learning new tools and technology to improve campaign effectiveness and productivity
- Scheduling flexibility to work outside of traditional business hours for meetings as needed

Physical Requirements

Prolonged periods sitting at a desk and working on a computer. Ability to travel locally for donor meetings and networking.

Salary/Benefits

Salary is commensurate with experience with an approximate range of 95-105K annually. Benefits include health insurance, generous paid leave, FSA, cell phone stipend, life and disability insurance; and a 401(k) plan with an employer match component after one year.

For a detailed job description and to apply, please [click here](#).

Please include a writing sample with your application, preferably of an annual development plan.