



Job Title: Director of Development

Department: Development

The Director of Development is an integral part of the fundraising team, responsible for identifying and driving new business development and supporting the expansion of corporate partnerships and individual donors. This position will also be responsible for developing and implementing impactful employee engagement and fundraising solutions that increase revenue streams to support Special Olympics Illinois' mission and strategies. This position will have a particular focus in growing the donor community in and around the Chicagoland area. This position will have specific revenue goals based on acquisition of new sponsors/donors; retention of current donors; and stewardship and cultivation of all funders for SOILL.

Reports To: Chief Development Officer

KEY RESPONSIBILITIES

Corporate Partnerships

60%

- Cultivate, retain and grow existing corporate partners to achieve revenue goals by delivering a high level of communication, stewardship and donor-centric partnerships
- Develop corporate outreach and engagement strategies, build a portfolio of prospects, prepare written materials and requests in keeping with department standards
- Manage cultivation plans, recognition programs, and events to deepen relationships with current corporate partners and prospects
- Collaborate with Senior Leadership on unique engagement opportunities to steward current donors and cultivate prospective donors, both individual and corporate
- Ensure accuracy and timeliness of account data input with the organization's Customer Relationship Management (CRM) system, Salesforce

Individual Giving

20%

- Personally responsible for maintaining a portfolio of prospects/donors which includes obtaining new donors, managing existing donor relationships, and ensuring maximum donor retention and growth in giving
- Maintain active pool of viable prospects and focuses on securing gifts of \$5,000 or greater
- Work in collaboration with the Chief Development Officer on identifying and cultivating potential major gift prospects
- Manage ongoing donor stewardship
- Ensure accuracy and timeliness of account data input with the organization's Customer Relationship Management (CRM) system, Salesforce

Volunteer Management

15%

- Identify, recruit and manage key volunteer leaders to serve on event committees (primarily for the Inspire Greatness Gala and Illinois Special Olympics Foundation Golf Outing) and drive revenue through sponsorship, donation, in-kind acquisition, and promotion of the SOILL brand
- Analyze, evaluate and report on event outcomes



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- Manage ongoing stewardship for event committee volunteer leaders and attendees
 - Identify attendees, sponsors and donors for cultivation reengagement

Development Operations

5%

- Create, manage and oversee Development budgets
- Assist in management of communications (i.e. Board Development Report, annual reporting)
- Maintain data integrity in Salesforce by entering contact notes, updating proposals, and proactively managing relationships
- Run Salesforce reports and formatting output for internal and external use
- Coordinate financial tracking of gifts
- Develop and manage fundraising collateral
- Utilize available tools to conduct prospect research
- Provide recognition and impact reports to partners in a timely manner
- In collaboration with Development Services, ensure timely post event gift acknowledgements and sponsor fulfillment reports

QUALIFICATIONS

- Bachelor's degree from accredited college/university
- 5+ years experience in nonprofit development and fundraising, sponsorship development and sales, or relevant experience
- Knowledge of nonprofit fundraising best practices and various forms of development solicitation practices, including events, corporate partnerships, cause marketing, and major gift solicitation
- Demonstrated professional and mature interaction with other staff and leadership volunteers, sponsors, donors and others to engage them toward the achievement of revenue goals
- Excellent verbal and written communication skills
- Superior relationship-building and interpersonal skills which enable rapport-building with internal and external stakeholders
- Computer fluency in MS Office and CRM experience (Salesforce preferred); knowledgeable about the role technology plays in fundraising
- A constant learner who is interested in being a proactive, positive member of the team
- Valid driver's license and proof of insurance is required
- Offers of employment are contingent upon clear results of a background check

Work Schedule

- Based in Chicago (with flexibility for hybrid office schedule)
- Days and hours of work are Monday through Friday, 8 a.m. – 4:30 p.m.; position requires work and travel outside normal business hours
- Ability to travel and to work evenings and weekends to meet job requirements



To Apply

- To apply for this position, please send a copy of your resume with a cover letter to Valerie Day at vday@soill.org

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