

RAPE VICTIM ADVOCATES
Director of Development
Job Posting

Position Title: Director of Development (full-time, exempt)

Reports to: Executive Director

Salary Range: \$75,000 - \$82,000, commensurate with experience

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

ORGANIZATIONAL BACKGROUND

Rape Victim Advocates (RVA) is an independent, not-for-profit organization dedicated to the healing and empowerment of sexual assault survivors through non-judgmental crisis intervention counseling, individual and group counseling, and medical and legal advocacy in the greater Chicago metropolitan area. RVA 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, RVA now serves over 1700 survivors of sexual violence and their loved ones annually through our main office in downtown Chicago and our community-based offices in Austin, Ravenswood and on the Stroger Hospital campus.

GENERAL ROLE DESCRIPTION

The Director of Development will provide strategic leadership in the creation and implementation of a comprehensive plan that reflects a diverse portfolio including an individual donor program, foundation support, annual appeals, corporate sponsorship and special events. The Director of Development will take the lead on updating and implementing a multi-year development plan in line with RVA 's five-year strategic plan (July 2016 to June 2021). The Director of Development supervises a Marketing and Communications Associate and an Administrative and Development Assistant (in partnership with the Director of Finance and Administration), as well as development intern(s) and on an occasional basis, contractual grant writer. This is a full-time, exempt position.

Individual and Corporate Donor Identification, Cultivation, Solicitation and Stewardship

- Ensure the accuracy and integrity of donor database and strategize best uses of database to support development functions
- Develop, implement and maintain an individual donor strategy including the identification, management, cultivation and solicitation of all individual donors
- Implement appeal letter campaigns, including the annual year-end appeal
- Identify, research and cultivate new relationships with individuals, businesses, and corporations to solicit financial and in-kind contributions
- Develop, implement and maintain a matching gift program
- Ensure an impeccable donor acknowledgement process

Grants Management and Foundation Relations

- Oversee that research, letters of intent, grant proposals and grant reports are submitted on a timely basis to funders, and/or as needed, complete said responsibilities directly in order to ensure that opportunities and/or deadlines are not missed
- Cultivate institutional supporters by maintaining regular communication with current and potential funders; coordinating and leading site visits
- Oversee prospect research for potential funders, including local, regional and national foundations
- Ensure and oversee a comprehensive grants calendar is created for current and potential funders

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Special Events

- Lead the planning and implementation of the annual event, Soirée in the City, as well as smaller events including a major donor cultivation/stewardship event
- Recruit volunteers and manage event planning committees

Communications

- Ensure the creation and implementation of an annual marketing and communications plan with regular reporting to the Executive Director and the Board

Board Engagement

- Staff the Resource Development Committee (RDC)
- Collaborate with the Executive Director and RDC to develop and implement an annual fundraising plan which includes short and long term strategies to solicit and secure funds
- Support and advise Executive Director and Board Resource Development Committee on implementation of fundraising activities including individual giving campaigns, donor identification, donor cultivation, donor solicitation, donor stewardship, direct mail appeals, donor recognition activities, and special events
- Provide guidance, support and ongoing training to develop and maximize Board fundraising skills
- Prepare regular reports on progress related to fundraising and the management of the fund development activities

Development Budget Management

- Develop and submit an annual income and expense budget for the development department
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary

Leadership

- Foster an understanding of philanthropy within the organization
- Participate as a key member of the staff Leadership Team
- Attend board meetings

Supervision

- Supervise a Marketing/Communications Associate
- Co-supervise an Administrative and Development Assistant with the Director of Finance and Administration
- Recruit and supervise intern(s) in the Development Department
- As necessary, recruit, hire and supervise a Contractual Grant Writer

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

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QUALIFICATIONS

- Experience in non-profit fundraising and communications with demonstrated accomplishments, including a proven track record in achieving fundraising goals and experience in developing and managing a diverse portfolio of support
- Proven track record in successfully developing and implementing an individual donor strategy required
- Successful history of working with boards and event committees
- Independent, results-focused, highly organized self-starter
- Excellence in time management and prioritization skills
- Strong analytical and organizational skills
- Superior responsiveness and impeccable verbal and written communication skills
- Ability to work independently, manage multiple tasks and meet deadlines
- Ability to function well within a team environment, which includes cross-department collaboration
- Ability to write LOIs, proposals and grant reports with a history of success in raising dollars via private foundations
- Ability to give and receive honest, constructive feedback
- Knowledge and familiarity with Chicago philanthropic community highly desired
- Internet and computer savvy, with experience utilizing Word, Excel, website management, online fundraising and e-communications and donor databases required; specific knowledge of the DonorQuest database a plus
- Understanding of and/or experience with sexual assault, women's issues and human rights issues preferred
- Minimum of one year of supervisory experience required
- BA/BS (or equivalent) in a related field required
- Completion of minimum 40-hours of sexual assault training within 90 days of hire is required
- Flexibility to work occasional evening and weekend hours required

Persons of color and LGBTQ persons are encouraged to apply. RVA is an equal opportunity employer.

To Apply:

Please send your cover letter, resume and a writing sample by e-mail to the following

Erin Walton, Executive Director
executivedirector@rapevictimadvocates.org

Please note that resumes received without cover letters will not be considered.
No phone calls, please.