



RESILIENCE
EMPOWERING
SURVIVORS
ENDING SEXUAL
VIOLENCE

180 North Michigan Ave.
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Chicago, IL 60601

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ourresilience.org

Position Title: Advancement Manager (full-time, exempt)

Reports to: Director of Advancement

Pay Range: \$55,000 - \$60,000, commensurate with experience.

Benefits: HMO, Dental, Vision, and Life Insurance fully covered by the 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 Manager is responsible for coordinating all activities related to donor cultivation and stewardship, special events, and other advancement initiatives. This position will serve as the advancement team's lead for Sexual Assault Awareness Month (SAAM). This position will work closely with their supervisor, the Director of Advancement, the Associate Board (AB), and others to ensure the successful implementation of advancement projects, programs, and events.

RESPONSIBILITIES

Individual, Foundation, and Corporate Donor Cultivation/Stewardship

- Assist with the creation and coordination of all appeals, campaigns, and mailings, including the development of collateral materials
- Assist in researching, developing, and engaging new individuals, foundation, and corporate prospects
- Implement an impeccable donor acknowledgment process consistent with development department policies and procedures
- Assist with the development and implementation of department practices, procedures, and plans, including a donor engagement plan
- Manage annual report and serve as primary contact with the graphic designer to work on the layout, budget, design, and distribution
- Maintain a productive relationship cross-functionally with programs, experience, marketing, and finance teams to advance development work
- Analyze data to create a more comprehensive prospecting plan to track, evaluate and expand a broader demographic of donors

Special Events

- Assist in the planning, logistics, and implementation of all fundraising events
- Process sponsorships, ticket sales, and donations for fundraising events

- Assist the Director of Advancement in managing the Silent Auction for the annual fundraiser
- Assist the Director of Advancement in planning event committee meetings and taking minutes
- Transport mail and other items for fundraisers and events to and from the Central Office

Grants

- Assist with a comprehensive internal grants calendar tracking current and potential funders, as needed

Board and Associate Board Management

- Track and report on quarterly give/get reports for the Board of Directors
- Track and report on quarterly give/get reports for AB members, working closely with AB Treasurer
- Create and manage AB events and fundraisers on Salsa
- Attend new member orientations and meetings as needed, and serve as staff point person for AB events (Dogtoberfest, Pinot's Palette, 5K, etc.)

SAAM

- Serve as primary liaison for the advancement team and on the committee
- Create and manage SAAM calendar
- Work with the Director of Administrative Services and Technology to ensure that all SAAM activities and events are current on the website
- Manage registration and registration websites for SAAM events
- Manage peer-to-peer and Facebook fundraiser reporting/administration

Records and Customer Relations Management (CRM)

- Manage records and files of grants, special events, and donations from individuals, corporations, and foundations, and special events
- Assist the Director of Administrative Services and Technology with the administrator of the current CRM (Salsa) and data entry, ensuring accuracy and integrity
- Assist the Director of Administrative Services and Technology with the migration from Salsa to EveryAction, and with staff training as needed
- Prepare, analyze, and interpret a variety of reports regarding fundraising outcomes, trends, and forecasts; provide standardized reporting monthly

Other:

- Process advancement invoices
- 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
 - Receive and direct visitors and clients at Central as requested

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 the Human Resources Department.
 - You will receive directions 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 at 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