

RESILIENCE

Empowering Survivors | Ending Sexual Violence

Chief Advancement Officer

ORGANIZATIONAL BACKGROUND

The mission of Resilience is to end rape culture and empower sexual assault survivors through advocacy, education, and healing. Throughout Chicago, we provide nonjudgmental crisis intervention counseling, individual and group trauma therapy, medical and legal advocacy, public education, and institutional advocacy to improve the treatment of 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 Chicago's West Side, and co-locations within partner organizations across the city.

Reports To: Executive Director / Chief Executive Officer

Status: Full-Time, Exempt

Salary Range: Up to \$100,000, commensurate with experience

Benefits: HMO, Dental, Vision, and Life Insurance fully covered by the employer. Generous holiday schedule and paid time off. Free onsite gym.

Location: Hybrid in-person/work-from-home

GENERAL ROLE DESCRIPTION

The Chief Advancement Officer (CAO) is a senior member of the leadership team accountable for all advancement functions, including fundraising, donor relations, grants, strategic partnerships, and marketing and communications. The CAO is responsible for the contributed revenue that sustains the organization's mission, and ensures all advancement work is grounded in survivor-centered values, confidentiality, equity, and trauma-informed practice, ensuring ethical storytelling, cultural humility, and respectful engagement in fundraising strategy, donor relations, and communications. The CAO will directly engage in major gifts cultivation and key donor relationships, and will provide strategic leadership, including setting priorities and strengthening advancement infrastructure in close partnership with the Executive Director (ED)/Chief Executive Officer (CEO). The Director of Advancement, Marketing, & Communications (DAMC) reports to the CAO and leads day-to-day implementation of annual giving, communications, and events.

RESPONSIBILITIES

Fundraising Strategy & Revenue Accountability

- Partner with ED/CEO and Fundraising Committee to develop long-term revenue strategies
- Develop and execute a fundraising strategy incorporating major gifts, annual giving, grants, corporate partnerships, and events aligned with organizational goals
- Ensure decisions and strategies are data-driven, including the agency's Customer Relations Management (CRM) data

- Focus on new individual donor acquisition, particularly major gifts
- Spearhead a planned giving program, cultivating legacy donor relationships and building infrastructure to grow this revenue stream over time
- Collaborate with the DAMC to develop a grant strategy and priorities; ensure compliance, timely reporting, and strong funder relationships
- Develop the advancement budget with the ED/CEO and financial services staff; manage the budget, monitor fundraising metrics to ensure revenue goals are met, and report progress regularly to the ED/CEO, Board of Directors (BOD), and Fundraising Committee
- Strengthen internal systems and donor management processes

Major Donor Stewardship & Relationship Management

- Lead and oversee the collaborative design and implementation of a trauma-informed stewardship framework that reinforces survivor-centered values across all giving levels
- Assess and strengthen donor pipelines; create new donor pipelines, particularly major donors; and improve donor retention and stewardship systems
- Partner with the ED/CEO and DAMC to develop and implement a portfolio management strategy, determining the best breakdown for key staff to cultivate, solicit, and steward, including the ED/CEO, CAO, and DAMC
- Monitor donor retention rates and guide strategies to strengthen long-term engagement

Community Engagement, External Relations, & Events

- Set strategic direction and goals for fundraising and stewardship events based on past results, knowledge of our donor base, and current trends
- Develop community engagement opportunities that educate and activate supporters, and ensure all events reflect trauma-informed design and organizational values
- Partner with the ED/CEO and Leadership Team to strengthen organizational visibility
- Build and maintain relationships with community partners, foundations, and corporations
- Represent the organization at advocacy initiatives, community events, donor meetings, and key major donor cultivation events
- Oversee volunteer fundraising engagement and give/get accountability, working with the DAMC on operational BOD and Associate Board (AB) support

Marketing & Communications Oversight

- Set the strategic direction for all marketing and communications, collaborating with staff to ensure messaging is trauma-informed and culturally responsive
- Oversee impact reports using anonymized data and ethical storytelling; collaborate with program staff to gather mission-aligned content
- Ensure brand consistency across all platforms and materials; approve major campaigns, media outreach, and public-facing content
- Support the ED/CEO in public relations and crisis communication

Team Leadership & Infrastructure

- Collaborate with the ED/CEO and volunteers, including the BOD and AB

- Supervise and mentor the DAMC and support their oversight of advancement staff, contractors, and interns
- Oversee the recruitment, hiring, and supervision of the Engagement Manager, Communications Consultant, and Grant Writer, as needed
- Foster a culture of philanthropy by engaging staff across the organization in donor awareness and mission storytelling
- Participate on hiring committees as needed

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



Position Requirements

- Ten or more years of experience in fundraising, development, or advancement
 - Experience in collaborative leadership and team development, including mentoring and managing advancement teams, and a minimum of five years of supervisory experience
 - High emotional intelligence and cultural humility, with a demonstrated ability to engage diverse communities and donors with sensitivity
 - Demonstrated success securing major gifts and managing donor relationships
 - Strong written and verbal communication skills; demonstrated trauma-informed communication and ethical storytelling in a donor-facing context, including proposal writing and impact storytelling
 - Strong strategic thinking, prioritization, and organizational skills with a record of managing complex, multi-year advancement plans
 - Experience with marketing or communications strategy
 - Proficiency with donor CRM systems (reporting, interpreting data, and ability to learn and utilize system tools), development analytics, online fundraising platforms, and standard office and communications software
 - Ability to work effectively in a small, mission-driven, trauma-informed organization
 - Budget development and management experience
 - BA/BS (or equivalent experience) in business, nonprofit management, marketing, or similar field
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Organizational Requirements

- Exceptional executive functioning skills
- 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
- Flexibility to work evening and weekend hours

- Completion of minimum 40-hours of sexual assault training within 90 days of hire

Preferred Qualifications

- GiveSmart experience a plus
 - Knowledge of the Chicago philanthropic community highly desired
 - Understanding of sexual assault and violence, gender-based violence, women's issues, human rights issues, and trauma-informed approaches
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Hybrid Work Environment

To support team collaboration and operational success, Resilience utilizes a structured hybrid work schedule requiring both in-office and/or in-person work at other locations related to your role. While we value workplace flexibility, this position requires regular availability during business hours, some evenings and weekends and is not a fully remote role. In-office and in-person schedule requirements are based on organizational need.



Background Check Requirements

Due to 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 and with survivors who are incarcerated. Those who do not pass these requirements are not eligible for employment.



Environmental/Physical

Due to the nature of our work, all employees have the following potential risks, which will vary depending on the role:

- Exposure to vicarious trauma
 - 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
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Benefits and Perks

At Resilience, we believe caring for our team is essential to caring for our community. Eligible employees have access to a comprehensive benefits package that includes medical, dental, and vision insurance, life and disability coverage, a retirement savings plan, flexible spending accounts, and an Employee Assistance Program (EAP) offering confidential counseling and support resources. Employees also enjoy generous paid time off, including holidays, vacation, sick time, wellness time, bereavement leave, jury duty leave, and other protected leaves of absence. We have a fully-equipped fitness center onsite that offers tenants a convenient way to focus on health and wellness before, during or after the workday. We are committed to supporting the health, well-being, and professional growth of our staff so they can thrive both at work and in their personal lives.



How to Apply

To apply, please complete our application here: <https://ourresilience.bamboohr.com/careers/>

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.

Resumes without a cover letter will not be considered. Thank you.