JOB DESCRIPTION

Position: Development Manager

To perform this job successfully, an individual must be able to perform each essential function safely and satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions, unless providing such accommodations will present an undue hardship.

Responsibilities

The Development Manager manages all the organization’s day-to-day fundraising to enhance and support the overall mission of the organization and to assure that ample unrestricted and program funds are generated. Duties include, but are not limited to, the following: grant writing and reporting, coordinating site visits to borrower projects, database management, providing powerful impact stories/profiles for external print and web publications, as requested; and coordinating special events.

Fundraising

• Create annual development plan to maintain current funders and add new funders.
• Research and write grant proposals for operating support and special projects.
• Manage logistics of all operating grant reporting and compliance: entering received grants into database, generating status reports; tracking funder relationship details; crafting customized thank you letters; submitting funder-required grant reports; maintaining grant files; and publicizing donations and investments.
• Attend funder meetings/site visits as needed. Generate relationship summary documents and brief all attending meeting.
• Work directly with the VP of External Relations, President and COO and EVP of Programs to implement funder/donor cultivation strategies, including establishing a working relationship with counterparts at funder organizations and maintain positive rapport with program officers.
• Assist Marketing/Communications Manager and VP of External Relations in planning and coordinating special events.
• Serve as co-project management lead for production of annual CDFI Fund application and other federal grant application as required.

Marketing/Communications

• Provide newsworthy stories, press releases, web content, op-eds and videos on CCLF funders/investors to promote their support of the agency’s mission and programs.
• Produce success stories for CCLF funders, investors and key stakeholders including images that convey CCLF’s unique contribution to community development in the region.
• Ensure CCLF’s brand is consistent in all proposals, emails, news stories, distributed materials and electronic presentations.
• Provide visibility for funders as stated in proposals using social media, newsletter, annual report, ad or other marketing opportunity.
• Serve as a resource for community efforts by representing CCLF on boards, committees and task forces as appropriate.
Nature & Scope of Working Relationships
The Development Manager position requires maintaining an excellent working relationship with each department, funders, investors and partners to gather accurate information for proposals and reporting. This position reports to the Vice President of External Relations.

Major Challenges/Performance Measures
Major challenges of this position include learning the technical aspects of lending and underwriting and conveying its social impact in relatable stories for funders/investors to understand. Performance measures include: 1) Number of renewal funders 2) Number of new funders, 3) Successful submittal of requests for funding, 4) Total dollars raised.

Qualifications
The successful candidate will possess the following:

- Five years paid experience in fundraising with a successful track record in raising money for nonprofits.
- Strong writing and communication skills;
- Self-motivated, hard-working, flexible, and detail-oriented;
- Ability to manage multiple projects while working productively with diverse groups and individuals with minimal supervision;
- Interest/commitment to values of community development

To be considered and remain eligible for employment with CCLF, individual must be an established Illinois resident at or by the time individual commences employment, and remain a permanent Illinois resident throughout the individual’s employment with CCLF.

- Minimum educational requirement: Bachelor’s degree is required and CFRE or certificate in fundraising preferred.

Work Conditions.
Majority of time is spent indoors in an office atmosphere. Frequent local travel will be required. While performing the duties of this job, the employee is regularly required to sit, use hands, talk and hear. This position requires frequent standing, walking, kneeling and crouching. This employee must occasionally lift and/or move up to 25 pounds.

CCLF is committed to an inclusive workplace where diversity in all its forms is championed. CCLF is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants with criminal histories, consistent with legal requirements. If you require special accommodation, please let us know.
To Apply

FOR CONSIDERATION PLEASE SUBMIT RESUME TO: JOBS@CCLFCHICAGO.ORG.

No phone calls please.