



## **Position Description Director of Development**

### **About Literature for All of Us**

Literature for All of Us (LFAOU), uses books and writing to facilitate circles of connection, healing and growth in the face of social inequity. By inviting participants to explore the transformative power of their own voices, we help build resilience. Since 1997, Literature for All of Us has grown from serving 15 low-income teenage moms to serving nearly 700 participants this year and over 9,000 participants to date. LFAOU's trauma informed program model uses techniques and standards commonly seen in traditional talk therapy settings to reframe participants' experiences in ways that disrupt old and harmful narratives. As a result, book group participants develop a greater sense of power and agency in sharing and exploring their experience.

### **Position Summary**

LFAOU is seeking an experienced fundraising professional for its Director of Development position. The Director of Development will design and implement a comprehensive fundraising strategy aimed at securing diverse revenue streams to meet the organization's annual budget of nearly 1\$M and advance its growth goals. The successful candidate will be a skilled relationship manager who will steward and deepen engagement with current donors, while identifying, cultivating and securing new funding opportunities.

The Director of Development will be a collaborative team member who is energized by the opportunity to lead a strategic approach towards execution of the organization's annual and multi-year fundraising goals. The successful candidate will report to and work closely with the Executive Director to manage key donor relationships and maximize the organization's potential for revenue generation to support LFAOU's programs, operations and aspirations.

The Director of Development will work with the Board of Directors, Councils and Committees, and LFAOU' Senior Management Team to identify organizational needs and develop compelling strategies to cultivate individual donors, and secure funding from foundations, corporations and government agencies.

The Director of Development will oversee communications and marketing, website and social media, and special events, and work with the LFAOU program directors to lead and design a business development and fee for service plan to grow and strengthen LFAOU's program revenue base.

### **Primary Duties and Responsibilities**

1. Works in collaboration with the Executive Director and the Senior Management Team to ensure the proper running and financial health of the organization.
2. Leads the Development functions of the organization, supervises the Development and Communications Associate, and ensures departmental implementation of all

- fund development activities - including responsibility for managing the grants calendar and preparing and submitting proposals to foundations, corporations, government agencies and civic and religious organizations, and preparation and submission of reports to funders as required.
3. Works in collaboration with the Executive Director and the Senior Management Team to prepare an Annual Development Plan with processes and procedures to guide the board and staff and capitalize on the powerful network of LFAOU.
  4. The Development Director brings to the organization and its volunteers best practices for:
    - Donor relations, stewardship and cultivation, major donors, bequests, campaigns such as the Annual Fund, the Legacy Fund, and board giving including Give and Get.
    - Foundation relations, grants writing and reporting; compliance with grant regulations and government contracts.
    - Innovation in fundraising and philanthropy.
  5. Develops and maintains organizational profile for Charity Navigator and similar sites.
  6. Is familiar with Salesforce and other donor development data bases including Givesmart or a similar platform.
  7. Coordinates Board activities in the area of resource development, including staffing the Development Committee and Subcommittees. Prepares for all committee meetings and follows up with minutes. Attends all board meetings.
  8. Leads departmental staffing of key special events, including the Spring Luncheon in May and similar events. Coordinates with loyal supporters to harness and assist with opportunities to advance LFAOU resource development including Travel with LFAOU
  9. Works with a committee to coordinate volunteers - including identifying needs, soliciting for volunteers, responding to requests for information, maintaining volunteer information in database and communicating with volunteers on specific needs.
  10. As part of the senior management team, participates in the ongoing development of the organization's strategic plan and decision-making.
  11. Provides guidance on relationship building meetings and organizational presentation materials.

### **Education, Experience and Qualifications**

The Director of Development is an exceptional nonprofit professional with demonstrated leadership, communication and organizational skills. The Director has management experience and a proven track record of achieving fundraising goals.

- **Education:** Bachelor's degree required, advanced degree preferred.
- **Experience:** A minimum of 5 years of progressively responsible experience in fund development, with proven success in non-profit fund-raising.

- **Management Skills:** Exceptional management and interpersonal skills and demonstrated ability to work with diverse groups. Must be able to effectively manage multiple tasks.
- **Mission Oriented:** LFAOU hopes to attract professionals who have a passion for LFAOU's mission to impact lives through the power of reading, a professional who is committed to social concerns and love of the written word.
- **Other Skills & Abilities:** High degree of comfort with technology, ability to set own goals, meet deadlines, take initiative, and work independently. Strategic thinker, passionate communicator. Ability to define problems, collect relevant data, ask appropriate questions, establish facts and draw valid conclusions.
- **Flexibility:** Ability to network skillfully and work collaboratively with peers, executive director, subordinates, and volunteers.

### Benefits

- Salary commensurate with experience
- Medical, dental and vision coverage
- Other benefits including 403(b) retirement plan

LFAOU is an Equal Opportunity Employer. LFAOU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status.

To Apply: Please send a cover letter and resume to [careers@literatureforallfus.org](mailto:careers@literatureforallfus.org) with the subject "Director of Development." The cover letter must include a description of the applicant's qualifications and salary requirements.

Website: [www.literatureforallfus.org](http://www.literatureforallfus.org)  
5940 N. Sheridan Road  
Chicago, Illinois 60660

Application Deadline: Open until filled

Employment Level: Full-time

March 2019