



CHICAGO CENTER FOR ARTS AND TECHNOLOGY

The Chicago Center for Arts and Technology (CHICAT) is seeking a full-time **Senior Director of Development** to shape and lead resource development. Reporting to the Executive Director with a dotted line to the board of directors, the Senior Director of Development will increase and diversify funding and oversee communication efforts in order to increase awareness of CHICAT among current and potential donors.

Situated in the heart of the Illinois Medical District, CHICAT is a start-up organization (2017), beginning year three of its youth arts and adult vocational programs. One of ten U.S. based centers of arts and technology and a part of the National Center for Arts and Technology, our evidenced-based programs focus on the pursuit of a better life through education and hard work. We create pathways to help community members have livable wages and broader educational opportunities. CHICAT is poised to expand and grow its work for the people and communities we serve. We seek candidates who are eager for an opportunity to help us dream, design, and build a sustainable future of our organization. Learn more about our organization at www.chicat.org.

DUTIES AND RESPONSIBILITIES

- 1. Development Strategy:** Establish, manage and lead the development strategy to meet an annual budget goal of \$3mm+ that supports CHICAT programs and operations. Reporting to the Executive Director and working with the Resource Development and Communications committee of the board of directors to develop and implement the plan.
- 2. Implement fundraising plan:** Identify opportunities to maximize and diversify gifts and grants, including research to identify new individual, foundation and institutional prospects, including government grants. Responsible for drafting and finalizing required proposals and all proposal components to ensure they are submitted in accordance with requirements. Appropriately correspond and follow up with grantors. Grow the prospect pipeline portfolio by 25%+ with new and current donors capable of making major gifts.
- 3. Donor Relations and Stewardship:** Cultivate and nurture relationships with current and potential corporate, foundation and individual donors. Develop and grow the existing donor base by at least 25%+, increase the number of donors and evaluate the capacity giving of existing donors.
- 4. Communications:** Work closely with the Executive Director and other key staff to develop and implement a communications plan that clearly articulates the strategic message for the organization and that drives fundraising. Ensure all publications are compelling, relevant, and accurate. Develop and draft stories that describe program highlights and progress for foundation reports, prospective donors, and social media channels. Provide messaging support for all staff and board.
- 5. Donor Management and Reporting:** Confidentially manage donor information and maintain all records. Acknowledge all gifts and pledges in a timely and professional manner. Create and manage all donor reports, mailing and metrics through the organizational fundraising database.

Qualifications:

- Demonstrated fundraising achievements and grant writing ability, with demonstrated success in growing and diversifying the donor base across foundations, individuals and corporations required. Proven track record of successful fundraising/asset development activities.
- Strong leader with vision, high energy, and the ability to motivate, lead and inspire the board, staff, collaborating partners and donors.
- Familiarity with youth development, arts education, and/or adult workforce development.
- Demonstrated ability to cultivate relationships with donors and prospective funders. Ability to point to specific examples of initiating operational strategies that have taken an organization to the next stage of growth.
- Experience with donor and gift management software required. Knowledge of prospect research tools preferred.
- Demonstrated success partnering with a board leadership to cultivate board engagement and ensure committed, consistent participation in fundraising efforts.
- Strong ability to craft a compelling message and stories to drive fundraising. Ability to engage a wide range of stakeholders and cultures.
- Demonstrated and effective written and verbal communication skills. Exceptional communicator, internally and externally.
- Demonstrated skills managing a comprehensive communications strategy to create awareness of a start-up organization and growing programs that will facilitate fundraising.
- Ability to understand and work with diverse constituencies and multiple viewpoints.
- Ability to work independently and collaboratively with a team. Must be flexible, have initiative, and operate at a high level of productivity. Ability to meet deadlines a must.
- Skillful in office-based computer applications: MS Office (Word, Excel, Access, Power-Point, Outlook).
- Understand project budgets and build proposal budgets utilizing this knowledge.
- Undergraduate degree and a minimum of 5 years of experience at a nonprofit in a development role

Job Type: Full time, Exempt

Salary: Competitive and commensurate with experience. Also, CHICAT offers a full benefits package including:

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off

CHICAT provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

