

DIRECTOR OF ANNUAL FUND



The Community House is seeking an experienced, dynamic Director of Annual Fund. Ideal candidates will have a track record of developing relationships and raising money from a wide variety of individual and institutional funders.

About the Position

We value innovation, creativity and originality, and a commitment to excellence. The Director of Annual Fund will work collaboratively and will bring an entrepreneurial approach to their work.

Reporting to the Executive Director, position will play a key role in advancing the vision and mission of the organization. We're looking for a creative thinking, problem solving, and rock star fund raiser. A high energy and fast thinker, who knows how to engage, connect and call people to action.

The Community House is a multi faceted organization based in Hinsdale, serving the surrounding communities. We were founded in 1941 with a mission to engage and strengthen the community. And that's what we do, every day. The Director of our Annual Fund will play a critical role in support of that mission.

Responsibilities

- Work with Executive Director and Board Development and Finance committees to develop and meet annual fundraising goals.
- Ensure the effective and efficient operation of all development efforts and data systems.
- Create and implement the Annual Fund plan. This single guiding plan will detail annual raised revenue goals by constituency and/or activity, as well as cultivation, solicitation, and stewardship strategies, tactics and timing. The plan will also outline which TCH staff members and/or volunteers will be responsible for achieving each revenue goal.
- Work with the Executive Director to launch a Women's Philanthropy program.
- Oversee prospect research and database/systems utilization. Make recommendations for process and/or systems improvements.
- With input and guidance from the ED, Development Committee Chair, and Nominating Committee, identify, oversee research of, and recruit board members and others to the Development Committee, and coordinate their engagement.

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- Staff the Development Committee.
- Cultivate and maintain individual donor relationships and community partnerships.
- Supervise part time Volunteer Coordinator and Marketing Coordinator (half time), in support of development goals.
- Provide oversight to the grant writer. Oversee foundation and prospect research, grant submissions and grant reporting. Additionally, in partnership with the grant writer, maintain a grant calendar for current and future grant proposals and reports to assure all are filed in a timely manner.
- Research potential funding sources to support needs identified by management team
- Cultivate and steward foundation and corporate contacts.
- Oversee Development revenue and expense budget, including tracking and reporting against objectives.

Requirements

- Passion for our purpose, our community and our work.
- Exceptional communication skills, written and oral.
- Exceptional networking, cultivation and relationship building skills.
- Excellent time and people management skills.
- Familiarity and experience with social networking tools
- Experience working with a Women's Philanthropy program is preferred.
- Creative problem solver.
- Demonstrated success as an individual performer in a fundraising capacity, with demonstrated growth in funds raised.
- Knowledge of development best practices, including development copy writing and traditional, as well as electronic, solicitation strategies.
- Comfortable with fundraising at all levels, but also proven experience cultivating, soliciting, and stewarding donors resulting in substantial gifts, \$50,000 and up. Willing to make personal visits to valuable donors.
- Familiarity and/or direct experience working with a board of directors and board governance.
- Bachelor's degree in marketing, business, nonprofit management, fundraising or other relevant field required
- 6-8 years in a fund raising position, managing a donor portfolio and success in the solicitation of annual and major gifts.
- Computer skills (do you dream in Excel??)
- Willingness to travel locally frequently, and availability to work on weekends and evenings as necessary.
- Background check required.