DEVELOPMENT DIRECTOR

FUNCTION: The key role of the Development Director is to develop, execute, evaluate and continuously improve a strategic fund development and communications plan to support the mission of CAWC and to enhance overall community awareness and support of the agency with multiple stakeholders.

FT/PT: Full-time
CLASSIFICATION: Exempt
REPORTS TO: Executive Director
SUPERVISES: Assistant Development Director and Development Administrative Assistant

Responsibilities
1. Develop, execute, and evaluate the agency’s overall fund development strategies including, in kind, annual, special event, capital and planned giving insuring continuous improvement and compliance with the acceptable fundraising principles as defined by the Association of Fundraising Professionals (AFP).
2. Create and execute fundraising tools that include but may not be limited to letter appeals, online giving, electronic solicitations, and personal contact requests.
3. Develop, execute and evaluate the agency’s overall communication plan to include press releases, agency brochures, annual reports, website design and content, newsletters, and social media outlets (Facebook and Twitter).
4. Work with Executive Director to research, create and maintain strategic relationships with foundations, corporations, and individual donors.
5. Research, prepare and submit funding proposals on behalf of agency.
6. Staff the Board’s Fund Development Committee and Communications Committee and other committees or task forces as assigned.
7. Act as a member of CAWC leadership through participation in assigned meetings, cooperating with all other CAWC’s programs and staff to achieve agency goals.
8. Develop, oversee and evaluate the job responsibilities of the Assistant Development Director and Development Administrative Assistant.
9. Assist in the recruitment, orientation and training of Development Department volunteers and interns.
10. Act as primary liaison to the agency’s Associate Board’s recruitment, planning and fundraising efforts.
11. Oversees maintenance of timely donor acknowledgments, donor database input and reports, and electronic email listings.
12. Prepare and manage annual budget for the Development Department.
13. Perform special projects at the direction of the Executive Director.
14. Other duties as assigned.
**Qualifications**
This is a high-visibility director position requiring the ability to establish and maintain relationships with diverse constituencies in order to further the goals of the agency. The incumbent must be a strategic thinker, motivated to keep current with changes in development and able to articulate a vision for the future of the agency and inspire others to implementation. The incumbent must be a strong leader, able to comfortably and effectively interact with a diverse donor base. Excellent written and verbal communication skills, presentation skills and the ability to manage multiple priorities are critical to success in this role. A minimum of five years of progressively responsible professional development experience, including supervisory experience, is required. A bachelor’s degree is required.

**To Apply**
Submit cover letter, resume with salary requirements, and two writing samples to:

Stephanie Love-Patterson, Executive Director  
Connections for Abused Women and their Children (CAWC)  
1116 N. Kedzie Ave., 5th Floor  
Chicago, IL 60651  
slove-patterson@cawc.org  
www.cawc.org