



JOB OPENING ASSISTANT DEVELOPMENT DIRECTOR

FUNCTION: The key role of the Assistant Development Director is to assist the Development Director in the implementation of CAWC's annual and long-range fundraising operations, including capital and endowment development plans, through a special focus on grant writing and other assigned fundraising activities. Assist with the implementation of overall agency public relations, including production of agency newsletter(s), brochures, website, social media platforms, and annual report.

CLASSIFICATION: Full-time, Exempt

REPORTS TO: Development Director

RESPONSIBILITIES

1. Manage, implement, and steward all grants that support general operating and specific programs.
2. In collaboration with the Development Director, create strategies to ensure ongoing contact with current and prospective funders including site visits.
3. Write LOIs, proposals, and reports and ensure that funder deadlines are met.
4. In collaboration with the Development Director, initiate systems related to grants including creating and maintaining a comprehensive grant calendar and coordinating funder deliverables within specific deadlines.
5. Collaborate with the leadership and program teams to create the narrative, evaluation, outcome, and budget components for proposals and reports.
6. In collaboration with the Development Director, advise the leadership and finance teams on revenue projections.
7. Attend community events and meetings to establish new foundation and corporate relationships.
8. Conduct prospect research to develop new funding sources.
9. In collaboration with the Development Director, develop a social media strategy to communicate CAWC's story across a variety of platforms in an effort to increase funding and raise awareness.
10. In collaboration with the Development Director, produce monthly e-newsletter from conception through completion including writing and editing content.
11. In collaboration with the Development Director, demonstrate leadership for CAWC's Associate Board activities, support their fundraising initiatives, and attend monthly meetings.
12. In collaboration with a team, plan, manage, and execute logistics for CAWC's annual meeting and adopt-a-family program.

13. Other duties as assigned.

QUALIFICATIONS

Required:

1. Bachelor's Degree in related field
2. At least three years of grant writing experience with a history of successes, as well as familiarity with social media, special events, and project oversight.
3. Aptitude to collaborate with internal constituents including development, program, and finance staffs and the leadership team and external constituents including board members and donors.
4. Outstanding written skills that convey CAWC's story.
5. Ability to work both independently and as a committed team member.
6. Possess a proactive work style.
7. Capability to prioritize work and ensure that deadlines are met.
8. A person with a positive and outgoing personality who isn't afraid to roll up their sleeves and do what it takes to complete their work.
9. A high level of professionalism and integrity combined with strong attention to detail.
10. Capacity to work effectively with others of diverse age, language, race, ethnicity, sexual orientation, gender identity, religious belief, mental/physical ability, and socioeconomic status.
11. Availability to work some evenings, nights, weekends and holidays.
12. Availability to complete CAWC's 40-hour domestic violence training.

Helpful:

1. Supervisory experience is a plus, but not required.
2. Understanding of and experience with the Chicago philanthropic community.
3. Experience working with governing boards and/or volunteer committees.

TO APPLY

To apply for this position, please submit your cover letter and resume.

Submissions via e-mail are preferred. Please include your last name, along with Assistant Development Director in your e-mail title – e.g. Smith Assistant Development Director.

No phone calls, please.