



## **JOB DESCRIPTION**

### **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:** Exempt

**REPORTS TO:** Development Director

**DIRECT REPORT:** Development Administrative Assistant

#### **Responsibilities**

- 1) Manage, implement, and steward all private grant LOIs, proposals and reports that support general operating, specific program, and capital campaign in collaboration with the Development Director and Development Administrative Assistant.
- 2) In collaboration with the Development Director, create strategies to ensure ongoing contact with current and prospective funders including site visits.
- 3) Under guidance of the Development Director, create and execute including creative and production for two appeals annually. (End of Fiscal Year and End of Calendar Year).
- 4) In collaboration with the Development Director, maintain systems related to grants including creating and maintaining a comprehensive grant calendar and coordinating funder deliverables within specific deadlines in RE.
- 5) Collaborate with the leadership and program teams to create reusable content regarding narrative, evaluation, outcome, and budget components for proposals and reports.
- 6) Working with the Development Administrative Assistant, help with strategy surrounding social media program.
- 7) Attend community events and meetings to establish new foundation and corporate relationships.
- 8) Conduct prospect research to develop new funding sources.
- 9) Work with Development Director to establish a mid-level donor portfolio and strategy for cultivation and stewardship.
- 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, adopt-a-family program, and annual gala event.
- 13) Supervise Development Administrative Assistant.
- 14) Other duties as assigned.



## **JOB DESCRIPTION ASSISTANT DEVELOPMENT DIRECTOR**

### **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 staff 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. One year of supervisory experience in a development or advancement setting.
9. 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.
10. A high level of professionalism and integrity combined with strong attention to detail.
11. Capacity to work effectively with others of diverse age, language, race, ethnicity, sexual orientation, gender identity, religious belief, mental/physical ability, and socioeconomic status.
12. Availability to work some evenings, nights, weekends, and holidays.
13. Availability to complete CAWC's 40-hour domestic violence training.
14. Helpful:
15. Understanding of and experience with the Chicago philanthropic community.
16. Experience working with governing boards and/or volunteer committees.

#### **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.