



Job Title: ASSISTANT DEVELOPMENT DIRECTOR

Connections for Abused Women and their Children

Greater Chicago

Salary Range: \$73,000 - \$84,000 per year

Reports To: Director of Development

About Us: Connections for Abused Women and their Children (CAWC) is committed to ending domestic violence. Using a self-help, empowerment approach, we provide a shelter for adults and children, counseling, advocacy, and a 24-hour hotline for people affected by domestic violence. We work for social change through education, service collaboration, and institutional advocacy.

CAWC has a team of 44 employees who are passionate about making a difference. We are seeking a skilled and experienced Manager of Finance & Administration to help manage our financial operations and support our strategic objectives.

Position Summary: 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, focusing on annual support through private grant writing, mid-level individual donor identification, cultivation, and stewardship. This position also supervises the Development and Communications Manager and Grants Manager.

Key Responsibilities:

- Collaborate with/manage Grants Manager to ensure written LOI's, proposals and reports align with CAWC programs and initiatives and meet funder deadlines.
- In collaboration with the Development Director, plan and execute the annual Sounds of Silence gala, and serve as the point of contact both internally and externally for the event.
- In collaboration with the Development Director and Major Gift Officer, create strategies to ensure ongoing contact with current and prospective funders including site visits.
- Under guidance of the Development Director and in partnership with DEVCOM Manager, create and execute including creative and production for two appeals annually. (End of Fiscal Year and End of Calendar Year).

- Collaborate with the leadership and program teams to create reusable content regarding narrative, evaluation, outcome, and budget components for proposals and reports.
- Working with the DEVCOM Manager, help with strategy surrounding social media program.
- Attend community events and meetings, as needed, to establish new relationships.
- Conduct prospect research to develop new funding sources.
- Work with Development Director to establish a mid-level donor portfolio and strategy for cultivation and stewardship.
- In collaboration with the Development Director, demonstrate leadership for CAWC's Associate Board activities, support their fundraising initiatives, and attend monthly meetings.
- In collaboration with the team, plan, manage, and execute logistics for CAWC's annual meeting, adopt-a-family program and annual gala event.
- Other duties as assigned.

Qualifications:

- Bachelor's Degree in related field
- At least three years of fundraising experience with a history of successes, as well as familiarity with social media, special events, and project oversight.
- Aptitude to collaborate with internal constituents including development, program, and finance staff and the leadership team and external constituents including board members and donors.
- Outstanding written skills that convey CAWC's story.
- Ability to work both independently and as a committed team member.
- Possess a proactive work style.
- Capability to prioritize work and ensure that deadlines are met.
- One year of supervisory experience in a development or advancement setting.
- 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.
- Availability to work some evenings, nights, weekends and holidays.
- Availability to complete CAWC's 40-hour domestic violence training.

Benefits:

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Retirement plan with employer match.
- Generous paid time off and holidays.