

Title: Development Director
Status: Full Time/ Exempt
Salary: \$75,000
Reports to: Chief Executive Officer



The 100 Club of Illinois provides resources, several forms of financial support, access to training, and moral support to both the families of first responders killed in the line of duty and active duty first responders throughout the state of Illinois. All sworn federal, state, county and local first responders stationed in Illinois are included.

The Development Director contributes to the program and fundraising strategies that significantly expand the outreach base of the organization. Working in close coordination with the Chief Development Officer (CDO), Program Director (PD), and Development Coordinator (DC), the Director coordinates program efforts with fundraising opportunities. We are looking for an experienced fundraising and development professional who is excited by our mission and furthering their career in non-profit fundraising.

This position is attached to the Chicago office and requires regular in-person and in-office work, including:

- 100 Club Events (many of which take place at night and weekends)
- Third party event oversight (many of which take place at night and weekends)
- Staff team meetings
- Donor meetings

Specific Responsibilities Include:

Donor Management (40%):

- Qualify, cultivate, solicit, and steward a portfolio of current and potential donors with the capacity to give up to \$5,000.
- Alongside CDO, manage stewardship for event donations and sponsorships using Raisers Edge and create stewardship language and materials.
- Coordinate with CDO to envision and execute communication strategies and vehicles that highlight the impact of the Club's work to donors and potential donors with wide-ranging interests.
- Work with CDO to secure sponsorships for development and programmatic events
- Manage 100 Club of Illinois Chicago Marathon team, ensuring timely completion of reports and coordination/communication with our team of 39 runners.
- Manage Young Professional Board (YPB). Work with CDO to identify and implement fundraising strategies with YPB. Track YPB and Board of Directors' progress toward annual goals and requirements.

Events (40%):

- Plan, manage, and execute donor-focused events (signature Club events including First Look for Charity and annual gala) that deepen donor engagement and stimulate revenue growth.
- Track and analyze fundraising metrics, providing reports to CDO.
- Alongside CDO, manage budgets for all donor-focused events.

- Plan post-event debriefs to review qualitative and quantitative outcomes, including ROI of fundraising events.
- Serve as point of contact for all 100 Club event vendors. Work alongside Program Director for programmatic event vendor needs.

Relationship Management (20%):

- Attend and serve as point of contact for all 100 Club signature events, many of which take place on nights and weekends.
- Manage relationships with external stakeholders, including 100 Club families, donors, and members.

Minimum Requirements:

- Bachelor's degree in a related field, or an equivalent combination of education and experience
- 5 years previous experience in a fundraising role
- Excellent interpersonal and communication skills
- Excellent verbal and writing skills
- Strong organizational skills and attention to detail
- High level of proficiency in the Microsoft Office suite
- High level of proficiency in the Adobe suite
- Orientation toward teamwork with the ability to work independently with limited supervision in a dynamic work environment
- Empathy and passion for law enforcement, fire and emergency services
- Strong understanding of the 100 Club of Illinois mission and enthusiasm for building support for its programs
- Upbeat approach to working with/for constituents

Core Competencies (Requirements):

- Teamwork: Work together with others and help others to work cooperatively to accomplish objectives
- Attention to Communication: Deliver clear, effective communication and take responsibility to understand others
- Service Orientation: Commit to satisfying internal and external clients
- Interpersonal Awareness: Elicit, notice, interpret and anticipate others' concerns and feelings
- Initiative: Proactively identify, act on and see through opportunities and pitfalls
- Results Orientation: Focus on desired results and set and achieve challenging goals
- Concern for Quality: Monitor work, systems and processes and take action to ensure they meet or exceed standards
- Flexibility: Respond quickly to change and easily consider new approaches
- Stress Management: Maintain performance and self-control under pressure.
- Integrity and Truth: Gain the trust of others by taking responsibility for own actions and telling the truth

Please email resumé and cover letter to:
Caitlyn Brennan, cbrennan@100clubIL.org