



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

ASSOCIATE DIRECTOR OF DEVELOPMENT – INSTITUTIONAL GIVING

FLSA Status: Exempt

Summary of Position: The Associate Director of Development - Institutional Giving is a fundraiser who is primarily focused on institutional relationships, balancing a portfolio of existing and new foundation and organization donors. Working in close partnership and reporting to the Senior Director of Development, the Associate Director of Development - Institutional Giving is responsible for strategy and proposal development, stewardship and reporting, and identifying new, private institutional supporters.

Schedule and Work Environment: Connections for the Homeless offers a flexible work environment, as positions and business needs allow. This position's home office is located at our Lake Street Church location in Evanston, IL. It is expected that evening and weekend work will be required on occasion to participate and support agency events as well as board/volunteer committee meetings.

Specific Duties:

Strategy and Proposal Development (50%):

- Manage all aspects of the grants cycle for a portfolio of 50-75 institutional partners who contribute \$1M+ annually, with expected growth in coming years
- Move institutional funders and prospects through traditional funding phases of identification, cultivation, solicitation, and stewardship
- Produce proposals, solicitation letters, acknowledgements, and reports for institutional partners, often composing correspondence on behalf of others
- Write strategically, persuasively, and quickly for long and short copy formats using the highest writing standards
- Work in partnership with development and program staff to develop ways to increase restricted and unrestricted revenue from institutional partners that align with Connections' mission, vision, and priorities
- Partner with finance and development staff to develop budgets

- Assist in setting fundraising goals and objectives for the Development Department and regularly communicate progress towards goals

Stewardship & Reporting (30%):

- Produce and submit all required reporting materials to funders
- Manage and implement a stewardship plan for institutional funders to strengthen relationships
- Monitor grant spending, implement a system to track and manage funding regulation and grant requirements
- Communicate with program and information services staff to gather details related to program/project activities, outputs, key performance metrics, and evaluations
- Maintain accurate records and high data integrity in CRM and ensure prompt and precise acknowledgement of foundation gifts and grants
- Maintain calendar of key deadlines and ensure timely submission of letters of inquiry, applications, and reports

Research (10%):

- Conduct general prospect research to identify new institutional giving partners

General Development Responsibilities (10%):

- Support the overall development and implementation of the annual development plan, including supporting the volunteer program, unique events, and community engagement efforts
- Engage, as needed, in producing and editing materials, such as donor briefings, collateral, solicitation letters, articles, newsletters, and reports
- Build relationships with participants, staff, key volunteers, community members, agency supporters, and board members
- Represent the agency at public events including faith communities, civic organizations, etc.
- Adhere to the Code of Conduct and Core Values of Connections for the Homeless
- Perform other duties as assigned

The following qualifications are requirements for the position:

- 5+ years of experience working in non-profit management, fundraising, communications, government relations, or marketing
- 3+ years of experience in grant writing, proposal production, or reporting
- Proven success in organizing work, managing and tracking multiple projects simultaneously, meeting strict deadlines, and setting priorities

- Demonstrated ability to build and maintain positive relationships with diverse populations
- Exceptional communicator with clear, compelling, and situation appropriate writing, speaking and interpersonal skills
- Strong analytic and strategic-thinking skills with demonstrated ability to create, implement, and monitor complex plans
- Excellent computer skills, including MS Office (Word, PowerPoint, and Excel)
- Flexible schedule – may be required to attend evening and weekend meetings, community events, and/or volunteer activities
- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis.

The following qualifications are highly desirable:

- Valid Illinois Driver's License

Reports to: Senior Director of Development
May, 2023