

evanston!communityfoundation

Development Officer Full Time/Exempt

Organization Description

Community foundations represent the fastest growing segment of philanthropy and have become the key agents in increasing place-based philanthropy. Evanston Community Foundation (ECF) exemplifies this growth and increased impact. ECF builds, connects, and distributes resources and knowledge through local organizations for the common good of all of Evanston. Established in 1986 the Foundation has awarded over \$7 million in funding to the Evanston community to support a more vibrant, just and inclusive community. Today's ECF has grown from assets of \$3 million in 2001 to \$23 million in 2017. Unrestricted and board-directed endowment funds are ECF's core of funds (78%) while another 90 funds serve diverse purposes defined by community organizations and donors. With these assets, ECF exercises a community leadership role and provides for the common good of residents by building the organizational capacity of Evanston's nonprofit sector via grants, technical assistance and collaborations that meet shared goals.

With our most recent strategic plan we are supporting systems change, racial equity and cross-sector collaborations to improve the lives of people who live, work and love Evanston. We are seeking a motivated Development Officer to join a dynamic team and support the Foundation's efforts to realize the long-term financial sustainability of our mission. ECF is accredited by National Standards and is a member of the Alliance of Illinois Foundations maintaining a commitment to use best practices for community foundations across the country.

The staff is 5 full-time and 4 part-time employees supported by a dedicated board of community and business leaders.

Reporting Responsibility: Director of Philanthropy & Communications

Supervisory Responsibility: Intern/Work Study/Volunteers

Board Committee Staffing Responsibility: Philanthropic Engagement Committee, Celebrate!Evanston Committee, Corporate Engagement Work Group, Alumni Council

Position Description

The Development Officer supports the Annual Fund, which currently provides approximately 50% of ECF's budget. This involves managing and manipulating the prospect database, creating a strategy for annual fund cultivation and stewardship, board involvement, coordinating fundraising-related activities in direct support to the Annual Fund and for other select initiatives and affinity groups as part of a larger fundraising strategy. In collaboration with the Director of Philanthropy & Communications and the Communications Coordinator, the Development Officer is responsible for managing the spring and fall appeal mailings. The Development Officer also maintains a portfolio of prospects to meet one-on-one to retain and upgrade annual gifts, and build pipeline for major gifts prospects.

Primary Responsibilities:

In collaboration with the Director of Philanthropy and Communications, develop and implement fundraising strategy for to grow mid-level and annual fund giving, with particular focus on renewals and upgrades at all levels, while overseeing donor-related events. Duties include, but are not limited to:

- Analyze giving history/data to recommend strategy to increase annual giving
- Project manage appeal mailings, including development of donor /prospect recipient lists
- Monitor and report annual fund and overall fundraising progress to board and colleagues via “dashboard” and donor lists every quarter or more often as needed
- Select and maintain portfolio of 25-50 annual fund prospects
- Manage consultant and coordinate annual fundraising event
- Lead strategy and content development for communications that supports annual fund, the production of which will be executed by communications staff

Additional Responsibilities:

- Process and acknowledge gifts
- Coordinate and manage events for select affinity groups for fundraising purposes, which includes helping to coordinate with Program Office the annual Grants Award Celebration/Annual Meeting, and other groups; develop and execute appropriate strategies for following up with guests after events
- Support ECF fundholders in soliciting annual gifts to augment their funds
- Assist with crafting strategies for communicating with prospects both by giving history and by affinity group
- Document contacts and interactions with donors and prospects

Qualifications

- Bachelor's degree or higher, with preference for background in journalism, communications, or liberal arts
- At least 5 years of experience in annual fund management and event coordination preferred
- Excellent written and verbal skills
- Strong organizational skills, attention to detail, history of meeting deadlines
- Experienced in working with donor database, such as Raiser's Edge
- Ability to work with a wide variety of people
- Proficient in Microsoft Word and Excel; proficiency with Access desirable
- Discretion and ability to work with confidential financial information

Successful Candidates Will

- Be able to manage a flexible work schedule, committing to evenings and weekends as needed
- Desirable to have professional experience in the social service sector, or to have a personal passion for this work
- Be familiar with the Evanston community as well as surrounding communities
- Demonstrate diversity of action, thought, and experience with donors and the larger community
- Demonstrate the ability to travel within Evanston and the larger metropolitan area independently

Salary & Benefits

- Compensation includes a competitive salary commensurate with experience; a group health PPO; long term disability; 403b retirement plan and generous vacation & holiday schedule.

OUR SEARCH PROCESS

One principle of the Foundation is to focus on equity. We believe in inclusion and the richness of ideas and perspectives and actively invite a diversity of candidates. If you would like to be considered for our Development Officer role, please send a cover letter and resume that describes your interest in the position and how your work/education prepares you for the position along with salary requirements by **January 22, 2018** to ECFSearch@Evanstonforever.org and indicate in the subject line: **YOUR NAME**