



JOB DESCRIPTION

Job Title: Director of Development
Department: Development

Classification: Full Time
Reports to: Chief Strategy Officer (CSO)

Who We Are

WITS is the largest volunteer force providing mentorship to students and professional development to teachers in Chicago public elementary schools. Each year, our combined, volunteer and teacher professional development investments in Chicago Public Schools (CPS) are valued at \$3.4 million. WITS sets students on a trajectory for success by building critical literacy skills and developing positive self-identity through teacher led professional development and volunteer powered mentorship programs. We are the premier literacy organization in Chicago - engaging 200 teachers, more than 70 corporate and community partners, and activating 1,500 volunteers to drive students towards reading proficiency in 80 public elementary schools annually.

Who You Are

We want you to bring your whole self to WITS. You will be part of a team that is leading the field in elevating the importance of early literacy throughout Chicago. Your development intuition, abilities to bring ideas to fruition, and engage people around a singular concept will help WITS raise \$2 million to deliver the highest quality literacy programs in Chicago Public Schools. Your commitment to be a team player, learning from opportunities, and capitalizing on assets will help strengthen the WITS culture of support and commitment to our mission.

What You Will Do

The primary function of the Director of Development is to manage member(s) of the Development team, provide strategic direction to individual giving through appeals and events, identify and cultivate prospects for major gifts, provide guidance to the foundation and grants strategy and submission process, and oversee all activities connected to The Board of Directors (BOD) and the Associates Board (AB). Additionally, this individual provides leadership and thought partnership to the Chief Executive Officer (CEO) and the Chief Strategy Officer (CSO) in meeting WITS' combined individual fundraising goals, equivalent to 33% of our annual revenue.

Major Duties and Responsibilities:

- Using years of experience and keen development insight, be a leader and a teacher to the Development team and WITS team at large.
- Generate and foster ideas that capitalize on WITS vision and position the organization as the foremost investment in Chicago's emerging readers.
- Alongside CEO and CSO, develop and execute individual, BOD, and AB fundraising strategy.
- Direct the process for two annual appeals: Set objectives, work with Communications Manager in collateral and web presence development, and engage Boards in peer-to-peer fundraising campaigns.
- Prospect individuals within the WITS community and Greater Chicago. Produce thorough profiles on individuals as needed.
- Oversee grants process including supervision of the Grants and Foundations Relations Manager, and cultivation of existing and new foundation relationships.
- Assist the CEO, Board President, and Board Chairman on Board Governance. Manage all aspects of Board meetings and administration.



- Direct all activities related to the Associates Board, including: annual fundraising goals, events, membership, and AB Executive Committee development.
- Maintain thorough and timely information in all WITS databases.
- Work with CSO and Communications Manager to produce monthly Board(s) newsletter and other communications.
- Other duties as assigned.

Qualifications, Skills and Attributes:

- Ability to take direction and synthesize information from multiple individuals.
- Team player and team builder. A clear track record of working across departments.
- Creative. Passionate. Entrepreneurial. Exhibits confidence in presenting and executing ideas. A self-starter and finisher who can see a plan through from conception to completion.
- Strong ability to work independently and identify next steps to accomplish organizational goals.
- A desire to be a teacher and a student - accepting of feedback and an understanding of how to incorporate suggestions and ideas. Willingness to educate and engage others.
- A sense of humor and the desire to adapt and grow.
- A passion to serve our students, volunteers and teachers by providing unparalleled customer service and resources.
- A strong ability to develop compelling and grammatically accurate written communication across varied mediums.
- Intermediate understanding of development databases including Salesforce
- Advanced understanding of grant cycles and foundation cultivation.
- Experience working closely with boards and advancing individual giving initiatives.
- 5-7 years of volunteer engagement and management experience.
- 5-7 years of mid-level development experience in a general development or sales role with a focus on maintaining and growing individual relationships.
- Undergraduate degree. Non-profit Management, Marketing, Public Relations, Communications, Design, or Business preferred.

If you are interested please send a cover letter and resume to Tena Kunik, Chief Strategy Officer, at tenak@witschicago.org. **Subject Line: Your Name_Director of Development FY19**

The position is full-time M – F with occasional nights and weekends. WITS has excellent employee benefits including health and disability insurance, generous PTO and a 403-B retirement plan with up to 3% employer contribution.