



**Building
Communities.
Empowering
Readers.**

Who We Are:

WITS (Working in the Schools) is the largest literacy nonprofit providing mentorship to students and professional development to teachers in Chicago public elementary schools. WITS' approach to promoting literacy prioritizes the goals of individual students, teachers, and schools so that their success is meaningful and lasting. We believe that all students - regardless of race, ethnicity, national origin, gender identity, sexual orientation, socioeconomic status, citizenship, or ability - deserve the space to be themselves.

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. WITS recognizes that structural racism, housing discrimination, and resource disparities prevent school communities from reaching their full potential. We strive to use our funding, energy, and time to support students and educators in achieving their literacy goals. Each year, our combined volunteer and teacher professional development investments in Chicago Public Schools (CPS) are valued at \$3.4 million.

WITS connects people across real and perceived boundaries. Cultivating relationships between diverse groups of people builds empathy and understanding. Together, we are a community of readers who find strength in sharing stories, and perspective.

WITS staff must adhere to our core values: Mission Focused, Accountability, Teamwork, Communication, Leadership:

- Team members acknowledge that WITS is the sum of our parts, and work holistically across program and development departments to ensure the success of the organization.
- Team members set clear expectations, adhere to deadlines, deliver high-quality work, and provide and accept honest feedback; they take ownership of their own performance.
- Team members support their colleagues on projects by understanding their role and being organized, prepared and proactive.
- Team members communicate with timeliness, clarity, and appropriate frequency.
- Team members assert and champion their own expertise.

Organization-wide requirements

WITS is a small organization doing big work and that requires team members to take on projects outside department or role-specific expectations. Examples of the type of work you will do include but are not limited to:

- Writing blogs and creating content for WITS marketing and communications.
- Supporting the WITS team in coordination of, as well as, attending after-hours events throughout the year. Signature Events - Required Attendance -Blackboard Affair, Community Celebration, Annual Meeting, RLTA Study Group Showcase, WITS Talks, 1 Study Hall, December Board Meeting & Holiday Party, 1 Thank-a-thons
- Regularly updating and maintaining assigned WITS data and metrics.
- Participating in professional development.

We know there are great candidates who might not check all these boxes or who possess important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. WITS encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ+ people and people with disabilities.



Job Title: Development Director
Department: Development
Salary: \$65,000

Classification: Full-time
Reports to: Chief Development Officer

Purpose of Role: This employee will oversee and spearhead development efforts through corporate partnerships, signature events, and Associates Board.

Structure of Development Team: We are a mighty team of three. The Development Director and Development & Communications Manager report to the Chief Development Officer. The team is designed as the following: Chief Development Officer oversees individual donors, Board of Directors, and team management; Development Director oversees corporate giving, event fundraising, and Associates Board; and Development & Communications Manager oversees foundation giving and donor appeals. Total organization revenue budget is \$1.7 - \$1.8 million.

Individual Accountabilities

- The Development Director is responsible for driving the fundraising efforts of approximately 50% of the revenue budget.
- Provide strategy, leadership, and management for WITS corporate partners.
- Maintain strong relationships and stewardship with all existing corporate partners.
- Identify and prospect new corporate partners for a variety of engagement opportunities.
- Drive fundraising for The Blackboard Affair through honoree fundraising and corporate sponsorship.
- Leads all aspects, strategy, and logistics of WITS signature events – The Blackboard Affair, Corporate Recruitment Event, and Thank-a-thons.
- Staff liaison and owner of the WITS Associates Board.
- Makes decisions on the best strategy for corporate partners, events, and Associates Board that align with WITS vision and mission.

Indicators of Success

- Yearly retention of corporate partners.
- Execute and meet set fundraising goals for The Blackboard Affair.
- Effective collaboration with counterparts; Marketing, Student Programs, and Teacher Programs Directors.
- Development of thorough timelines with at least 3-month lead times before start of all projects.

Key Collaboration Network

Key Shared Accountabilities

- Liase with all development staff to ensure revenue goals are met.
- Collaborate with Chief Development Officer on Board of Directors fundraising for The Blackboard Affair.
- Work in partnership with Student Programs Director to maintain and start corporate programs.
- Partner with Marketing Director to develop marketing materials.
- Collaborate with Development & Communications Manager to ensure corporate grant deadlines are met and content/language for solicitation materials.

Key Collaborators

- Chief Executive Officer
- Chief Development Officer
- Development & Communications Manager
- Student Programs Director
- Marketing Director



Key Capabilities and Leadership Behaviors

- Exhibits confidence in presenting and executing ideas.
- A self-starter and finisher who can see a plan through from conception to completion.
- Strong project management skills
- Ability to give directions to and synthesize information from multiple individuals.
- Management acumen in logistics.
- Agile working style and willingness to adapt.
- A strong ability to develop compelling and grammatically accurate written communication across varied mediums.
- Team player and team builder. A clear track record of working across departments.
- Creative. Passionate. Entrepreneurial.
- Strong ability to work independently and identify next steps to accomplish organizational goals.
- Understanding of and commitment to the mission, vision, and goals of WITS.

Decision Rights

- All decisions connected to corporate partners, events and Associates Board.
- Vetting new corporate partners with Program Director.
- Presenting decisions to leadership that support the vision and strategic plan.

Skills or Experience Required

- Ability to manage while balancing close-knit culture with achievement of key indicators of success.
- Proficient in Google Suite, Microsoft Office, and willingness to learn new digital tools (e.g., LMS).
- 4 – 5+ years of development experience in corporate partnerships, events and/or peer-to-peer fundraising.

Physical Demands

- Must be able to bend, squat, and climb stairs.
- Must be able to lift 30 lbs.