



**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 that requires team members to take on projects outside of the 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:** \$71,000

**Classification:** Full-time  
**Reports to:** Chief Development Officer

**Purpose of Role:** This employee will oversee and spearhead development efforts through peer-to-peer, event-based and direct appeal fundraising campaigns. Additionally, the Development Director will be the staff liaison to the WITS Associates Board.

#### **Individual Accountabilities**

- Accountable for the achievement of revenue targets and execution of all WITS fundraising campaigns: The Blackboard Affair (annual gala), WITS Summer Books (peer-to-peer), and Annual Appeal (direct appeal).
- Leads all aspects, strategy, and logistics for WITS corporate and stewardship events (i.e. Corporate Engagement Event, Thank-a-thons, etc.).
- Engages, recruits, stewards, and manages relationships with volunteer leaders to successfully execute individual fundraising plans on campaigns.
- Implements best practices for revenue growth, while also adjusting to creative opportunities resulting in new revenue opportunities.
- Monitors financial progress to budget and communicates to leadership team.
- Actively collaborates with department and organization leadership to maximize success.
- Staff liaison and owner of the WITS Associates Board.
- Makes decisions on the best strategy for fundraising campaigns and Associates Board that align with WITS vision and mission.

#### **Indicators of Success**

- Execute and meet set fundraising goals for The Blackboard Affair, WITS Summer Books, and Annual Appeal.
- Effective collaboration with counterparts; Marketing and Student Programs Director.
- Development of thorough timelines with at least 3-month lead times before start of all projects.

#### **Key Collaboration Network**

##### **Key Shared Accountabilities**

- Collaborate with all development staff to ensure revenue goals are met.
- Collaborate with Chief Development Officer on Board of Directors fundraising for all campaigns.
- Partner with Marketing Director to develop marketing materials.
- Partner with Development Coordinator on tasks to support the fundraising campaigns.

##### **Key Collaborators**

- Chief Executive Officer
- Chief Development Officer
- Marketing Director
- Development Coordinator

### **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 fundraising campaigns and Associates Board.
- 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 fundraising events and/or peer-to-peer campaigns.

### **Physical Demands**

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