



**Communities In Schools of Chicago**  
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[www.cisofchicago.org](http://www.cisofchicago.org)

## **POSITION DESCRIPTION DEVELOPMENT ASSISTANT**

**Communities In Schools (CIS) of Chicago** is a nonprofit organization dedicated to working in partnership with Chicago Public Schools (CPS) and community organizations to help students stay in school and be successful. During the 2020-2021 school year, CIS of Chicago will partner with 175 Chicago public schools and expects to connect 900 services and programs to 50,000 CPS students and their families by leveraging community partner programs and services. In addition, CIS of Chicago places full-time Student Supports Managers in 30 Chicago public schools – our Intensive School partners. Our staff in these schools provide intervention services to a caseload of 45-50 students per school who are at risk of dropping out, as well as connect support services to the whole school.

CIS of Chicago was founded in 1988, and is an affiliate of Communities In Schools, Inc., a national nonprofit organization with offices across the country, reaching more than 1.6M students annually.

The **mission** of CIS of Chicago is to surround students with a community of support, empowering them to stay in school and achieve in life. The **vision** of CIS of Chicago is to ensure that every public-school student in Chicago graduates from high school prepared to succeed. The organization's core values are *Impact, Integrity, Relationships, and Social Justice*.

CIS of Chicago provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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Donors are interested in supporting nonprofit organizations that demonstrate impact. Savvy nonprofits are working to engage them. Join Communities In Schools of Chicago, a leading nonprofit organization in Chicago that is supporting young people on the path to high school graduation. Join us in our efforts to engage the Chicago philanthropic community.

We have a powerful message that resonates; data that proves our impressive impact; a cost-effective model that reaches tens of thousands of children every year; and a focus on education and youth—tomorrow’s leaders and employees.

CIS of Chicago is seeking a Development Assistant to be part of a high energy, successful fundraising team. The position is full-time, non-exempt and reports to the Associate Director of Development. The key responsibilities for this position include database management; gift processing; administrative support; donor research; donor stewardship; report generation; and event preparation.

Following are key responsibilities and qualifications of the position.

**Responsibilities:**

- Database management
  - Maintain the accuracy and integrity of the customer relations management donor database (CRM- currently eTapestry)
  - Conduct data entry
  - Run reports and queries, as needed
  - Prepare reports for the development department and board committees (includes departmental dashboard, fundraising metrics, and more)
- Gift processing
  - Handle all aspects of the gift processing and donor acknowledgement process
    - Book gifts, and pledges in CRM
    - Write, print, and send thank you notes to donors
    - Ensure that donor files are up-to-date and accurate
    - Provide information in a timely and accurate manner to finance and the development team
    - Assist in the execution of the annual appeal to individual donors
- Administrative support
  - Provide administrative support for the team, as needed
- Donor research
  - Assist in the development of a robust donor pipeline
    - Research and identify institutional and individual prospects on an ongoing basis
    - Support the development and implementation of individualized moves management strategies for cultivating donors and prospects
    - Assist in the preparation, writing, and submission of grants, as needed
- Donor stewardship
  - Assist in the donor stewardship process; support donor-facing staff in maintaining strong relationships with donors
  - Assist in scheduling and supporting meetings
  - Prepare materials for donors

- Create lists, reports, and calendars to support the process
- Manage holiday greeting card process
- Support donor events
- Event preparation
  - Assist with the preparation and execution of Site Visits, Boosters Events, Inspiring Futures events, Fireside Chats, Fundraisers, Friendraisers, Investor Calls, Educational Events, and other events as needed
  - Attendance at select events and meetings is expected
- Special projects and other duties as assigned as part of a collaborative team

**Desired Skills and Attributes:**

- Understanding of and commitment to the mission of Communities In Schools
- Demonstrated ability to set and achieve goals
- Strong attention to detail and accuracy
- Strong critical thinking skills
- Skilled in database management
- High-level Microsoft Office (Excel, Word, etc.) skills
- Strong writing skills
- Ability to work collaboratively and independently
- Ability to multi-task and meet multiple deadlines
- Ability to respect and protect confidential donor information

**Qualifications:**

- Bachelor’s degree
- Professional experience where attention-to-detail and follow-through can be demonstrated preferred

**Reports to:**

Associate Director of Development

**To Apply:**

To express your interest in this position please email (no faxes or phone calls, please) your resume and a personalized cover letter to: [jobs@cisofchicago.org](mailto:jobs@cisofchicago.org). Please type “Development Assistant” along with your name in the Subject line.