

DEVELOPMENT MANAGER

Future Ties seeks a full-time Development Manager who will be mission-driven, an initiator, and a creative problem-solver. S/he will have proven fundraising capability; experience in building, managing, motivating, and working strategically with all stakeholders; experience with executing all aspects of creating and executing a fund development plan including but not limited to donor solicitation and relationship management, event logistics, and sponsorships. We are seeking a self-starting, detail-oriented, well-organized candidate with enthusiasm, creativity, a positive perspective, sense of humor, and can-do attitude—someone who can work at a fast pace in a deadline-driven environment. This position is integral to the successful execution of Future Ties fundraising that takes place throughout the year to support the mission of Future Ties and the organization's annual development goals. This position is ideal for someone interested in growing their experience in nonprofit management, development, and events coordination. This position reports to the Executive Director. The salary range for this position is \$55,000 to \$65,000. To apply, please email resume, cover letter, and two references to Jennifer Maddox at jmaddox@futureties.org

THE ROLE

DEVELOPMENT RESPONSIBILITIES

- Create fund development plan and implement steps needed to achieve fundraising goals, keep accurate records, and regularly communicate progress to the Executive Director
- Partners with key stakeholders across the organization to ensure special events and other fundraising and awareness-building events meets healthy net contributed income goals
- Oversee donor recognition process, including gift accounting and acknowledgment, pledge collection, creation of donor records, managing development computer system operations, donor stewardship, and reconciliation to the accounting department
- Oversee administration of year-round online auction presence, including running monthly auction meetings, securing auction items, preparing items to be posted on-line and tracking payment
- Analyzes the organization's development data for trends, formulates assumptions, and recommends adjustments to fundraising goals
- Utilize network and knowledge of the philanthropic sector to secure donors and donations for Future Ties
- Create collateral and marketing materials needed for donor solicitations
- Conceptualize, develop, and execute fundraising events, programs, and activities to ensure that Future Ties events maximize net contributed income
- Solicit in-kind donations of goods and services for use at special events (auctions, raffles, prizes)
- Participate in regular staff and other internal meetings
- Perform other tasks as needed within a lean, multi-tasking staff-team structure
- Act as an agency ambassador as and when needed to ensure a successful and positive donor experience

QUALIFICATIONS/SKILLS/EXPERIENCE

- Minimum Bachelor's degree or equivalent experience
- Minimum of three years' experience managing and overseeing nonprofit development
- Demonstrated past success at conceptualizing, articulating, managing, and executing a strategic full-cycle fundraising plan; ability to get results and increase net revenue results year-over-year
- Ability to understand and articulate the mission and vision of Future Ties
- Superior organizational skills and strict attention to detail a must; demonstrated ability to proactively manage multiple tasks effectively
- Work occasional nights and weekends when required
- Assist with data entry for donor information, gift processing and mail support as needed
- Ability to be focused, set priorities, and stay calm and measured in all situations; ability to be flexible and to manage different projects concurrently, sometimes under pressure
- Exceptional relationship management skills, as well as superior verbal and written communication skills
- Ability to work both independently and in a team environment
- Demonstrated ability to apply sound judgment and provide customer-centered service when dealing with colleagues, committees, vendors, donors, and volunteers
- Proficiency is expected with the most recent Microsoft Office Suite, including Excel, Word, Outlook, Publisher, and PowerPoint; and a general comfort level with technology, including websites and social networking

About Future Ties: Future Ties is a nonprofit public charity; its mission is to improve the lives of children and families in the Woodlawn neighborhood of Chicago. Future Ties offers after-school programming, workforce development training, mentorship, and other social service support.