



## CHIEF DEVELOPMENT OFFICER

### Job Summary

Chicago Lawyers' Committee for Civil Rights seeks a senior level development professional to lead our fundraising program, including annual giving and special events, and increasing overall contributions from individuals, corporations, and law firms. This is an ideal opportunity for an experienced leader who has a passion for civil rights and racial equity, and the vision, drive, and practical skills to advance the organization's growth and sustainability.

The Chief Development Officer (CDO) will report directly to the Executive Director/CEO and serve on the Executive Team. The CDO will directly supervise our Development Associate. The CDO also will work closely with others on the development/communications team, including the Communications Director, Chief Strategy Officer who leads our foundation relations work, and Executive Director/CEO.

Building on a highly successful 50<sup>th</sup> Anniversary Gala in 2019, Chicago Lawyers' Committee is well positioned to take its fundraising to the next level. Chicago Lawyers' Committee currently holds an annual Gala and smaller fundraising and volunteer recognition events each year. Our Gala has grown significantly in the past five years, and the CDO will lead our efforts to continue to expand this event. Our 2020 budget is \$2.3 million. We secured over \$1M in foundation grants; raised nearly \$650,000 in special events; received over \$300,000 in law firm membership contributions; and brought in additional revenue from individual donors, attorneys' fees, and government grants.

### Our Organization

Founded in 1969, we are Chicago's leading nonprofit civil rights legal organization. Our mission is to secure racial equity and economic opportunity for all. We provide legal support through partnerships with the private bar and collaborate with grassroots organizations and other advocacy groups to implement community-based reforms. Our core practice areas are Education Equity, Equitable Community Development and Housing, and Voting Rights and Civic Empowerment.

Our robust pro bono program – *Pro Bono Works* – features one of the largest and most diverse offerings of volunteer opportunities in the city.

We have a diverse staff of 22 and a 23-member board of directors that includes leaders from law firms, corporations, government, and philanthropy. Through our law firm membership model, over 40 member firms make annual financial contributions and provide pro bono legal support.

## **Key Responsibilities**

- Lead efforts to create and implement a three-year strategic development plan, as well as annual work plans with specific goals, targets, timelines, and tactics to increase revenue across categories, including: major donors, gala and other special events, law firm memberships, corporate giving, and annual appeals.
- Grow revenues and attendance at our annual gala and other current annual fundraising events, and develop smaller, more targeted fundraising and cultivation events.
- Increase the breadth and giving levels of our individual major donor base, including managing a Moves Management plan.
- Work with our Development Associate to create a robust and systematic approach to donor stewardship.
- Increase support from the business community.
- Work with our Development Associate to manage and expand the fundraising efforts of our Young Leaders' Network.
- Oversee the Development Associate's day-to-day management of our fundraising database and develop other systems needed to support fundraising.
- Work closely with the Communications Director to creatively communicate with donors and prospects and build our brand identity.
- Work closely with the Chief Strategy Officer to identify foundation grant opportunities.

## **Required Skills and Abilities**

- Visionary and goal-oriented, with a proven track record of revenue growth and diversification over time.
- A commitment to our racial equity mission and ability to communicate our mission and impact.
- Excellent written and oral communications skills.
- Team player with excellent organizational, networking, and relationship-building skills.
- Confidence and ability to make direct asks and cultivate potential donors across sectors, including law firms, corporations, and foundations.

## **Education and Experience**

- At least 10 years of fundraising experience, including leadership roles in nonprofits, educational or healthcare institutions that include experience with annual campaigns, major donors, and special events.
- Experience with making direct asks and working directly with board members to build their fundraising skills.
- Experience with marketing and brand building.
- Experience and success in the cultivation and stewardship of volunteer and donor networks through a variety of creative outreach strategies, including events and communications.
- Experience in using and managing fundraising databases.
- College or university Bachelor's degree required.
- Preference given to applicants with knowledge of the Chicago legal, corporate, and philanthropic communities.

**Salary and Benefits:** The salary range for this position is \$100,000 to \$120,000 depending on experience. Generous benefits package includes PTO and paid leave; health, dental, and vision plans; employer-provided life and disability insurance; and participation in a retirement savings plan.

**To Apply:** Please e-mail a cover letter and resume to: Elesha Jackson, Director of Administration, [ejackson@clccrul.org](mailto:ejackson@clccrul.org). Please, no telephone inquiries. **CANDIDATES ARE ENCOURAGED TO APPLY BY FEBRUARY 1, 2021.**

*Chicago Lawyers' Committee for Civil Rights is an Equal Opportunity Employer. We prioritize equity and inclusion in our organizational culture and hiring, and value candidates with lived experience in the communities we serve. We welcome all applicants regardless of race, color, ancestry, national origin, gender identity, sexual orientation, religion, age, disability, service in the military or other identify factor.*