

TITLE: Development and Communications Director
TYPE: Full Time
LOCATION: 4800 W. Roosevelt, Chicago, IL 60644
REPORTS TO: Griffin Amdur and Andrew Witherspoon, Co-Executive Directors

ORGANIZATION OVERVIEW

The Chicago Furniture Bank is a 501c3 nonprofit whose mission is to provide dignity, stability and comfort to Chicagoans moving into supportive housing by allowing them to handpick furnishings for their entire home. Since opening in July of 2018, the CFB has furnished 1,550 homes for 4,100 people, distributing 28,000 pieces of furniture (800 tons). We currently furnish 8 homes per day and have 22 full-time employees (75% being hired through nonprofit workforce development agencies). The CFB is a rapidly growing organization that plans to continue to expand into 2020.

POSITION SUMMARY

The Development and Communications Director is a member of the four-person management team of a growing Chicago-based nonprofit with an annual budget of \$1M (45% of budget covered through earned revenue). The position is responsible for supporting the entire development function: individual fundraising, major gifts, foundation and corporate fundraising, special events, maintaining the fundraising database and ensuring accurate donor records. In addition, they are responsible for donor and volunteer communications and targeted social media.

Essential responsibilities and duties include but are not limited to:

Communications and Social Media (10%)

- Plan and execute communications and social media designed to engage donors, donor prospects, and volunteers. Components may include monthly e-newsletter, blog posts, and social media plan.
- Write content and design simple e-newsletters, one-page handouts and PPT decks
- Analyze data from social media, web traffic, and Google Ad Words. Report monthly and recommend strategy refinements.
- Regularly photograph every step of CFB operations to maintain a fresh supply of stories and images. Obtain photo and story releases from all participants and maintain accurate records.
- Gather and prepare appropriate materials for external speaking engagements

Partner Communications (15%)

- Develop relationships with Communications teams at CFB's 350 organizational partners, institutional supporters, furniture donors etc. Cultivate stories of mutual benefit for newsletters and media. Supply photos and captions, and agree to post and repost each other's social media. Facilitate a culture of cooperation and support.

Public Relations (15%)

- Write press releases to announce major milestones, new partnerships, major awards, etc.
- Identify story angles, draft media pitches, and invite select media to document CFB families and stories. Obtain and manage all releases. Develop and maintain media lists for digital, print, radio and TV.
- Write and submit articles and Op/Eds on behalf of co-founders.
- Track media coverage and amplify through all communication channels

Development (50%)

Foundation and Corporate Fundraising

- Research prospects and write grant proposals for foundation and corporate gifts, event sponsorships, and major gifts.
- Prepare and submit proposals, budgets, attachments, and reports before deadlines. Maintain a calendar with grant opportunities, deadlines, and report due dates.
- Solicit in-kind donations for special events, goods, and services
- Support institutional in-kind furniture donations through donor cultivation and photo ops, social media, PR, coordination with partner communications teams, and donor events
- Support Major Gift fundraising and special projects with grant writing, research, and editing
- Manage contractors for special projects.

Individual Giving

- Plan and execute email appeal program. Write appeals, produce list segmentation, provide analysis reports

Database Management and Donor Tracking (approximately 10% of the position)

- Managing the donor, volunteer and donor prospect database in Salesforce, and generate reports. Tracking all requests and contributions, providing timely donor acknowledgement letters and communication. Ensure accurate record-keeping of all contributions and pledges. Manage all mailing and contact lists ensuring their accuracy. Identify opportunities for analysis, produce reports, write and revise CRM procedures. Responsible for upholding best practices in database management, updating of all records and train staff and volunteers on said practices, as needed.

Other

- Attend and actively participate in required educational programs and departmental and staff meetings
- Perform other duties as assigned by supervisor

Work Environment

- West side office is accessible. Work at off-site locations is required and those may not necessarily be fully accessible
- Occasional evening and weekend work may be required
- This role routinely uses standard office equipment such as computers, phones, and scanners
- Employee is regularly required to talk, hear, see, and communicate effectively via computer
- Smoke- and drug-free environment
- Chicago Furniture Bank is an equal opportunity employer and believes in fostering a diverse and inclusive staff. To do this, we not only recognize each individual's diverse identity but also actively create and maintain a culture of inclusion where all CFB employees feel involved, respected, and supported for their diverse identities. Please let us know if there are any accommodations you require.

Education, Experience, and Qualifications

- Bachelor's degree (BA) or equivalent experience
- Three to five years of development experience or equivalent experience. Basic understanding of nonprofit fundraising principals required.
- Two to three years communications experience, in an agency or an in-house communications role. Experience with media relations, managing social media accounts (in addition to personal accounts), content planning, and coordinating events required.
- Excellent written and oral communication skills. Strong interpersonal skills. Excellent research and analytical skills.
- Previous experience working with fundraising software or CRM required, Salesforce preferred, and experience managing email campaigns
- Proficiency with Microsoft Word, Excel, PowerPoint required. Some HTML and graphic design and photo editing software strongly preferred.
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, ever-changing environment
- Detail-oriented, organized, and deadline-driven
- Capacity to see the "big picture" and manage details simultaneously
- Ability to take direction well, multi-task and prioritize projects
- Ability to work in a team and individually
- Excellent problem solver and ability to "think outside the box"
- Proven and exemplary customer service focus, with strong internal and external relationship management and cultivation skills
- Experience working with diverse groups of people including donors, clients, volunteers, partner organizations and community partners

Compensation

- Salary is commensurate with experience. Benefits of working at CFB include being part of a team and organization that is results-driven, mission focused, and committed to

work-life balance; Opportunities for growth, leadership, and professional development; Health insurance and IRA; Generous paid and sick time off package; Parental leave

To Apply

- Please upload a file named with your name that includes 4 items: your resume, a cover letter, and two writing samples including one fundraising appeal or grant application, and one press release or news article to our [Dropbox folder](https://www.dropbox.com/request/Q5ZWvCaan37Xb0nWwlKW). <https://www.dropbox.com/request/Q5ZWvCaan37Xb0nWwlKW>. Alternately, if you have trouble uploading, email to Jennifer@amdurspitz.com.
- Candidates will be considered immediately and the position begins as soon as possible.
- NO PHONE CALLS