

**Position Title:** Director of Development

**Position Status:** Full Time, Exempt

**Minimum Annual Salary:** \$65,000 + 10% target incentive & benefits

**Reports To:** VP of Development

**Office Location:** 651 W Washington Blvd. Suite 404, Chicago, IL 60661

This position is a hybrid work schedule, working remotely from home and in our headquarters office in downtown Chicago. We offer a 37.5-hour work week; hours are 8:30 am – 5:00 pm.

**Company Summary:**

Junior Achievement is the world's largest and fastest-growing non-profit economics education organization. We are passionate people dedicated to educating students about workforce readiness, entrepreneurship, and financial literacy through experiential, hands-on programs. Started in Chicago in 1940, the Junior Achievement of Chicago office served over 227,000 students last school year. Over the last year, we have implemented a digital transformation initiative that will allow Junior Achievement of Chicago to serve our constituents more effectively and efficiently now and into the future. See the JA website at [www.jachicago.org](http://www.jachicago.org) for more information.

**Position Purpose:** The Director of Development oversees major gift campaigns, personal gift campaigns, general gift campaigns, grants, and program revenue, for Junior Achievement of Chicago. This person assists in developing strategic plans for annual fund, grant proposals, and helps develop innovative fundraising strategies on new digital fundraising platforms.

The Director of Development is accountable for raising \$3.15M during the 2022-2023 school year.

**Primary Responsibilities:**

- Coordinates, writes, and submits program funding proposals as required to receive funding for program-related sponsorship.
- Manages major and personal gifts campaigns through direct mail solicitations and proposals.
- Oversees the day-to-day revenue cycle.
- Organizes program funding strategy through monthly meetings or conference calls.
- Assists with Area Board meetings and Development Committee meetings.
- Prepares key account reports on firms as needed.
- Assists with successfully completing the general campaign by working with staff within their divisions.
- Manages one full-time and one part-time staff; sets and evaluates individual goals ensuring appropriate training and mentoring.
- Helps create annual income and expense budget.
- Meets regularly with current and prospective donors.
- Researches, identifies, and solicits companies, foundations, and individuals whose interests and priorities match current or R&D projects.
- Takes a leadership role in coordinating special projects to meet requests of staff and external customers.

**Education/Experience:** Bachelor's degree in a related field or equivalent combination of education and experience, plus a desired minimum of 5 years of successful fundraising experience involving corporate and foundation solicitation and development.

**Skills/Ability Required:**

- Proven relationship building, business development, and persuasion skills.
- Proven track record in grant development and individual giving initiatives.
- Must have strong interpersonal, telephone, written, and presentation communication skills with experience in client presentations and business writing.
- Must have the ability to manage multiple priorities, possess good organizational skills, and maintain confidential information.
- Must be proficient in Microsoft Office and demonstrate a strong aptitude for technology.

**Other Requirements:**

- The candidate must have a valid driver's license and adequate vehicle transportation to meet the position's responsibilities.
- While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, and frequently required to lift and carry light weights (25-50 pounds) and specific vision abilities include: close vision, distance vision, ability to adjust or focus.

*The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

EEOC Statement

Junior Achievement of Chicago is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, protected veteran status, or any other characteristic protected by law.

JAC DE&I Statement from policy

Junior Achievement of Chicago is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Our diversity, equity & inclusion initiatives are applicable—but not limited to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; and the ongoing development of a work environment built on the premise of diversity equity that encourages and enforces **Respect, Teamwork, Inclusion, and Dedication to Community**.