



## Director of Development

### Position Guide

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### About Communities In Schools of Chicago

Communities In Schools of Chicago (CIS of Chicago) is dedicated to working in partnership with Chicago Public Schools (CPS) and community organizations to help students stay in school and be successful. During the 2016-2017 school year, CIS of Chicago is partnering with [135 Chicago public schools](#) and expects to connect more than 1,000 services and programs to more than 60,000 CPS students and their families. These are connected programs in the arts, college/career readiness, behavior/mental health and health and wellness. These programs, which CPS is not able to fully provide, help students to develop creativity and self-expression, build resiliency, and hone core decision-making skills essential to academic and life success.

CIS of Chicago also places full-time staff – Student Supports Managers – in seven Chicago public schools. They work directly with students identified as “high risk of dropping out” as well as helping to connect services to the whole school.

CIS of Chicago is the dropout prevention organization that *works*. Their [impact and results](#) include:

- 100% of CPS principals surveyed report that CIS of Chicago enabled their schools to better address student needs.
- A controlled randomized trial research study, led by Professor David Figlio of Northwestern University’s Institute for Policy Research, that demonstrates an educationally and statistically significant improvement in math and reading proficiency.
- Of the 868 students who have worked with Student Supports Managers over the past six academic years, 98% of high school seniors graduated and 95% of students are promoted to the next grade.

#### **MISSION**

*CIS of Chicago's mission is to surround students with a community of support, empowering them to stay in school and succeed in life*

#### **VISION**

*Ensure every Chicago public school student graduates from high school prepared for success*

#### **KEY INFO**

*2016 - \$2.45 million revenue (\$2.2 from philanthropic sources); \$2.04 million expenses; 30 employees.*

**Visit CIS of Chicago**



CIS of Chicago is one of the ten largest affiliates out of nearly 200 members in the national organization, [Communities In Schools](#). It recently completed a strategic plan that calls for growth to 75,000 students served

by 2021 and Student Support Managers in 10 new schools. CIS of Chicago aims to grow total philanthropic giving from \$2,199,000 in 2016 to \$2,655,000 in 2018.

## The Position

The Director of Development reports to the Chief Resource Officer of CIS of Chicago and leads a team of two full-time staff: the Development Manager, Foundations and Government and the Development Assistant. The Director of Development is the primary gift officer for corporate donors and prospects while providing day-



to-day management of fundraising operations, foundation giving, individual giving from donors under \$1000, events, annual campaigns and donor stewardship. S/he is charged with developing strong research, tracking and reporting operations for the department to support increased fundraising activity and results. Additionally, s/he will collaborate with the Chief Resource Officer, Executive Director and members of the board to formalize enhanced stewardship of all donors.

It is expected that the Director will manage a portfolio of 75 to 100 current and prospective corporate donors and develop a strong platform to engage corporations, which may include employee volunteering and mentoring, school visits, and special recognition opportunities. In 2016, nearly 40 corporations contributed a total of \$507,000 in support to CIS of Chicago. The goal for 2018 is to increase contributions to \$700,000.

## Major Objectives

Within the first 12 to 18 months, the Director of Development will achieve the following:

- Establish trust and confidence with the Chief Resource Officer, staff, and members of the board through capable leadership.
- Create a plan to identify and better engage corporations to become philanthropic supporters of CIS of Chicago; actively solicit and be able to close five- and six-figure gifts.
- Collaborate with the Chief Resource Officer to develop and implement a robust management process for fundraising reporting, including predictive metrics and key performance indicators.
- Lead, mentor, and motivate a cohesive team to achieve and exceed 2017 and 2018 fundraising goals.

## Responsibilities

The Director of Development will have the following primary responsibilities:

- Effective management of team and processes to deliver revenue at or above budget from corporations, foundations, government and individuals below the major giving level, while also establishing a pipeline for individual major donors.
- Primary responsibility for a corporate portfolio of 75 to 100 donors or qualified prospects, including event sponsors.
- Work with the CIS of Chicago Board of Directors to leverage and manage corporate relationships.
- Supervise the members of the development team responsible for existing fundraising activities, including:
  - a) Annual fund appeals, which currently includes one major mailing. Aspire to grow the individual donor base; CIS of Chicago's development strategy calls for a smaller number of high-level donors, rather than a greater number of low-level donors.
  - b) Foundation giving, which includes management of the grant application process. In 2016 CIS of Chicago raised \$779,000 from foundations.
  - c) Events including the annual fundraiser, *Cocktails and Conversations*, and six to eight site visits for donors.
  - d) Development-related communications.
- Oversee operations of the entire development process, including gift processing and acknowledgement, database, reporting, creating a procedure manual, and managing departmental expenses.
- Support the Executive Director and Chief Resource Officer as needed in their major gifts solicitations, including overseeing research and pipeline development.
- Develop and implement robust management reporting for fundraising include predictive metrics and meaningful key performance indicators.
- Review proposals and reports.
- Collaborate with the Chief Resource Officer to create an active stewardship program, including developing collateral materials.
- Partner with the Chief Resource Officer to support the work of the ad hoc Fundraising committee of the Board of Directors.
- Explore new fundraising strategies and opportunities (e.g. planned giving).
- Represent CIS of Chicago to the philanthropic and civic community and serve as an ambassador in various public and private settings.
- Other duties as assigned as part of a collaborative team.

## Qualifications

The ideal candidate will possess most of the following qualifications:

- A passionate commitment to advancing CIS of Chicago's mission of providing supportive services to students at risk of dropping out of Chicago public schools.
- An accomplished record of success in securing five- and six-figure gifts from corporations and foundations.
- Comfort and ability to establish authentic connections with high net-worth individuals.
- A minimum of 7 to 10 years of professional development experience, including proven success leading, managing, and retaining a high-performing development team.
- Experience developing research, tracking and reporting systems that led to increased fundraising activity and results.
- Experience supporting senior organization leaders with donor research, ideas and approaches to solicit major gifts.
- Experience building trust and rapport with board and volunteer leadership, effectively inspiring and supporting new levels of engagement with fundraising activities.
- A high degree of initiative and energy; an entrepreneurial spirit and ability to manage multiple priorities simultaneously.
- Strong writing and editing skills.
- A bachelor's degree is required.



## Application

Communities In Schools in Chicago has retained Campbell & Company to conduct this search. The team for this project includes Andrew Smerczak-Zorza, Consultant, and Colleen Rogers, Associate Consultant. To be considered for this opportunity, please send a letter of interest and resume to:

Colleen Rogers  
Associate Consultant, Executive Search  
[colleen.rogers@campbellcompany.com](mailto:colleen.rogers@campbellcompany.com)

*Communities In Schools of Chicago is an Equal Opportunity Employer. The established policy of the organization is to affirm and dedicate itself to the primary principle of non-discrimination in all phases of its activities.*