The ARK/Director of Development

The ARK, a well-regarded Chicago Jewish social service agency, is seeking a high-energy, experienced Director of Development.

Drawing on Jewish values of care, respect, empathy and loving kindness, The ARK is a safety-net for Chicagoland Jews facing economic challenges. Each year, over 4,500 Jewish men, women and children are served as they seek to overcome financial and personal hardships. Founded in 1971, The ARK provides a comprehensive array of free social and medical services to clients from its headquarters in Rogers Park and satellite office in Northbrook.

In Illinois, it is estimated that nearly 10% of the Jewish community lives in financial adversity. For many clients, the first step is the hardest, acknowledging that they need help. At The ARK, the goal is to make sure clients understand that the Jewish community is here to help, not to pass judgment. The trained staff works with each person or family in distress to create a unique and comprehensive care plan that draws upon The ARK’s wide array of services.

With an annual budget of $7 million, The ARK is led by a 22-member Board of Directors, 60 staff members and 2500 volunteers who provide 13,000 hours annually of support to the organization.

In conjunction with the upcoming 50th Anniversary, The ARK is launching a $10 million capital campaign to expand and renovate their current Rogers Park facility. In response to an increasing demand for need, the expansion marks a pivotal time in the trajectory of The ARK.

The organization is seeking to hire a Director of Development who will work closely with and report to the Executive Director and develop strong working relationships with the Board of Directors and current donors. In addition to executing the annual fundraising plan and managing a staff of three, the Director of Development will be the key figure, managing the “ARK at 50” Campaign.
RESPONSIBILITIES

Development:
- Design, lead and execute a development strategy for The ARK to raise nearly $7 million annually, in partnership with the Executive Director, Board and staff
- Oversee current $10 million “ARK at 50” capital campaign; work with campaign consultant to ensure all aspects of the campaign are progressing, including leadership development, prospect identification, campaign messaging and materials, cultivation and stewardship of donors and adherence to timeline
- Leverage the milestone 50th Anniversary year to showcase The ARK’s impact and generate new and increased donations
- Develop annual fundraising plan with revenue targets, methods and timelines to achieve budget goals
- Set and achieve new donor and retention goals, along with cultivation and stewardship goals
- Prioritize key actions for the Executive Director, board and other senior leaders to take toward cultivating, soliciting and stewarding donors, and prepare and support them as they execute
- Identify, cultivate and solicit donors in partnership with the Executive Director
- Manage the foundation grant writing staff and the proposal and reports calendar; identify and cultivate potential foundation partners
- Lead The ARK’s robust legacy program including planned giving written communications, donor cultivation and a summer event
- Oversee fundraising data and systems in Salesforce ensuring the organization’s donor and prospect information is always current and accurate
- Analyze and leverage data and metrics to measure success and guide development strategies and tactics
- Manage gift entry and timely donor acknowledgement process

Event Management
- Plan and execute fundraising events, including cultivation programs and any large-scale events such as a 50th Anniversary Dinner
- Coordinate with Executive Director and Board to maximize the fundraising around events by building event hosts, committees and volunteers

Donor Communications
- Develop and implement a year-round donor communications strategy in collaboration with the Marketing Director
- Unearth compelling ARK stories to highlight in donor written materials
- Provide donor related content for social media and collaborate with Marketing Director to increase social media presence
QUALIFICATIONS & CHARACTERISTICS

- Bachelor’s degree required
- At least 5 years of nonprofit fundraising experience preferred with demonstration of increased responsibilities and track record of success
- Highly collaborative style with experience in developing and implementing fundraising and marketing strategies
- Superior written and oral communication skills with a keen eye for detail
- Adept in developing and managing budgets with cost-effective approach
- Ability to meet tight deadlines efficiently while working on multiple projects simultaneously
- Energetic, creative, strategic, analytical and organized with strong aptitude for prioritization and detail
- Ability to build strong relationships through active listening and skilled at motivating allies, donors and colleagues
- Proven track record of working with senior level executives, philanthropists and foundation program officers
- Ability to work collaboratively and exhibit professional maturity with major donors, board, volunteers and staff
- An entrepreneurial spirit and a problem-solver with ability to adapt best practices to fit the resources and needs of The ARK
- Hands on experience managing donor databases
- Passion for The ARK mission and ability to represent The ARK and its values and ideals with the highest integrity
- Knowledge of Jewish traditions and customs

TO APPLY:

The ARK provides a competitive benefits package and compensation commensurate with experience. To apply, please send a resume and cover letter to apply@justcauseconsulting.com

Disclaimer: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.