

Job Title:	Director of Grants and Development	Reports To:	Chief Financial Officer
Location:	Chicago	Travel Required:	
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	Claudria Hurt	Date Posted:	08/26/2019
External Posting URL:			
Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Director of Grants and Development			

Job Description:
<p>Position Overview:</p> <p>Under guidance of and together with the AllianceChicago Executive Team, the Director of Grants and Development is responsible for developing and executing AllianceChicago's plan to secure external funding to support the organizations activities and mission. The goal is to achieve and exceed revenue goals through a mix of government, corporate and foundation grants, private gifts, donations and special events/initiatives.</p> <p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Directs planning and implementation of all funding initiatives in alignment with mission and strategic priorities • Oversees the AllianceChicago's grant funding program (government, foundation, corporation and major donor prospects) and leads select grant writing activities • Determines an effective plan for increasing support from corporations and foundations Partners with the leadership team to cultivate relationships with funders and donors, and where appropriate, represents the senior leadership • Identifies and researches potential donors and grant funders using internal and external sources, public records, publications, and personal contacts. • Accumulates, evaluates, and disseminates appropriate information on prospects and donors • Directs and oversees the administrative aspects of research and programmatic grant submissions • Manages all fundraising information systems including prospect and donor profile information, prospect tracking, solicitations, and accounting records for all gifts received. • Works with consultants, board, volunteers, and any other interested party to plan and coordinate capital campaigns, fundraising events and activities. • Plans and coordinates stewardship of current donors. <p>Time Allocation:</p> <ul style="list-style-type: none"> • Grant management: approx. 30% of time • Grant writing: approx. 40% of time • Event Support: approx. 10% of time • Program management & Strategy, Site Visits & Individual Donor Cultivation, Misc.: approx. 20% <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • Supervises team members including Grants Administrator • Prepares funding reports as needed including proposals submitted and successfully achieved. • Analyzes fundraising data and oversees the maintenance of accurate and timely records to measure progress and effectiveness. • Provides support to the Board of Directors to ensure their engagement in the fundraising process

Other Requirements:

- Experience submitting successful grant proposals and successfully leading major fundraising initiatives
- Exceptional organizational, written, verbal, and interpersonal skills
- Demonstrates exceptional skill in organization and efficiency
- Shows proficiency in preparing and submitting grant submission application packages
- High proficiency in funding regulations and compliance
- Familiarity with funding agencies
- Communicates effectively and in a timely manner with funding agencies and external collaborators
- Ability to multi-task and work on simultaneous projects
- Ability to prioritize workload to ensure on-time project completion
- Works with keen attention to detail
- Extremely familiar and proficient with Microsoft Office Professional products, specifically Excel, Word, and Outlook as well as Development software such as Razor's Edge.

Education/Training/Expertise:

- A Master's Degree in a related field is required
- A minimum experience of 5 years in Development roles in a non-profit setting is required
- A minimum of 5 years of experience in supervising and mentoring staff

Working Conditions:

- General office setting, extensive telephone and desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a close multidisciplinary team environment
- May interface with clients in various settings and may be working during on-site visits in clinical environments where medical equipment, chemicals and where communicable diseases and certain pathogens are present.

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.