

Job Title:	Senior Director of Development	Reports To:	CEO
Location:	Chicago	Travel Required:	
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	Claudria Hurt	Date Posted:	01/19/2023
External Posting URL:			

Applications Accepted By:

Email: careers@alliancechicago.org or Fax: 312.274.0069

Subject Line: Senior Director of Development

Job Description:

Position Overview:

Under guidance of, and together with, the AllianceChicago Executive Team, the Director of Development is responsible for developing and executing AllianceChicago's plan to secure external funding to support the organization's 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.

Essential Duties:

- Oversees AllianceChicago's funding program (government, foundation, corporate and major donor prospects) and leads select proposal 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.
- Maintains proficient knowledge of the organization's history and programs and fosters the development fundable concepts from internal subject matter experts.
- Fosters the development of fundable concepts by internal staff/leadership.
- Works with CEO and Executive Team to develop and maintain external collateral (such as website, annual reports, organizational profile) to support funding efforts.
- 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.
- Plans and coordinates stewardship of current donors.
- Assumes overall responsibility for planning, resourcing and submission of all funding initiatives in alignment with mission and strategic priorities.
- Supervises and works with the Grants Project Manager to assure:
 - Successful completion administrative aspects of research and programmatic grant submissions.
 - Submission of complete, well developed and responsive proposals.
 - Management of all fundraising information systems including prospect and donor profile information, prospect tracking, solicitations, and accounting records for all gifts received.
- Facilitates/supports a biweekly funding meeting to review prospects, decide on funding opportunities to pursue, plan, track and troubleshoot active proposals in development, monitor status of active submissions, plan post award activities, and track and discuss development KPIs.
- Works with consultants, board, volunteers, and any other interested party to plan and coordinate capital campaigns, fundraising events and activities.

Suggested Time Allocation:

- Prospecting and funding portfolio planning: approximately 25%
- Program & Strategy management, Site Visits & Individual Donor/Foundation Cultivation, Funder relationship cultivation.: approximately 30%

- Oversight and support of proposal development/submission: approximately 25% of time
- Written content/collateral development: approximately 10% of time
- Event Support: approximately 10% of time

Additional Responsibilities:

- Supervises team members including Grants Project Manager and grant writers or consultants where appropriate.
- Prepares/oversees submission of 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 CEO and Board of Directors to ensure their engagement in the fundraising process.
- Communicates effectively and in a timely manner with funding agencies and external collaborators.

Other Requirements:

- Able to craft multidimensional funding strategy.
- Experience leading successful funding proposals and major fundraising initiatives.
- Demonstrated ability in preparing and submitting grant submission application packages.
- Exceptional organizational, written, verbal, and interpersonal skills.
- Exceptional skill in organization and efficiency.
- Working knowledge of funding regulations and compliance.
- Familiarity with funding agencies and sources.
- 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 Salesforce.

Education/Training/Expertise:

- Experience and proven track record in developing and overseeing a diversified funding strategy.
- 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:

- Subject to AllianceChicago work location policy, may be remote with some in-person requirements.
- General office setting, extensive telephone and desk work at computer terminal.
- May be required to lift, carry, bend, reach and stand with small parcels up to 25 lbs.
- May be working during on-site visits in clinical environments and settings where medical equipment, chemicals, communicable diseases and certain pathogens may be 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.