

# THE RESURRECTION PROJECT

## Job Description



<b>Position Title</b>	Development Officer, Government Relations
<b>Supervisory Relationship</b>	Vice President of Institutional Advancement
<b>Work Location</b>	1805 South Ashland, Chicago, IL 60608
<b>Organization General Description</b>	After 27 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$469 million in community investment.
<b>General Job Description</b>	Working within the Institutional Advancement team, the Development Officer, Government Relations works to develop relationships with the public sector, and identify and secure government grants and intermediary grant opportunities to support TRP's pillars and programs. A key focus for the job includes the management of the organization's existing public sector-sourced grants and contracts. The Development Officer will work closely with the senior leadership team. The Development Officer will develop and execute an annual calendar of government grant and reporting operations. The Development Officer will have annual revenue and activity goals to fulfill.
<b>Job Duties and Responsibilities</b>	<p><b>Grants Management</b></p> <ul style="list-style-type: none"><li>• Manage a distinct portfolio of government and intermediary funder prospects.</li><li>• Develop systems to track, manage, and sustain existing public sector-sourced grants and contracts in alignment with Institutional Advancement's operating procedures.</li><li>• Write complex documents such as case statements, proposals, solicitation materials, reports, and other relevant documents.</li><li>• Lead cross-departmental efforts to seek timely payment on grant contracts.</li></ul> <p><b>Government Relations</b></p> <ul style="list-style-type: none"><li>• Identify relationships and build partnerships with individuals in government and intermediary institutions, especially those which can assist with funding opportunities.</li><li>• Strategize with senior staff on cultivation and stewardship opportunities, including relevant briefings.</li><li>• Partner with the communications and marketing team and senior managers to ensure government relations are incorporated into the organization's public relations and communications plan.</li></ul> <p><b>Operations</b></p> <ul style="list-style-type: none"><li>• Support the creation and management of short-term and long-term strategic planning activities to reach government relations goals and objectives.</li><li>• Work with the pillar to develop and monitor the departmental budget.</li><li>• Stay informed on key trends, reports, and studies that are relevant to TRP's mission and scope of work.</li><li>• Travel as necessary to develop relationships with coworkers and external</li></ul>

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funders and partners.

- Maintain required job skills and core professional competencies.
- Perform other duties as assigned.

### Performance Measures

- Achieve annual government and intermediary activity and revenue goals.
- Submit proposals and reports in a timely manner.
- Develop relationships with peers, funders, community residents, and partners.
- Meet professional development goals.

### Essential Knowledge and Skills

**Education:** Bachelor's Degree required. Master's Degree preferred.

**Experience:** Candidates must have a:

- Background in government and intermediary fundraising strategies and techniques.
- Successful track record in development.
- Strong skill set in project management, writing, and editing.
- Strong computing skills, with mastery of Microsoft Office, etc.
- Willingness to meet the high standards of the organization.
- Minimum of three years' experience in development with a special focus on the government sector.
- Accounting, financial analysis, and/or legal sector experience a plus.
- Spanish-speaking a plus.

### Special Working Conditions and Demands

- Must be able to work some evenings and weekends.
- Ability to drive and travel occasionally within city and suburbs.

### Position Classification

Full-Time, Exempt

### Preparation Date

10/23/17

### Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

### Application Instructions

Please send resume and cover letter by email or mail. No phone calls please.

### Contact Information

Email: [trpjobs@resurrectionproject.org](mailto:trpjobs@resurrectionproject.org)

Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608