

# THE RESURRECTION PROJECT

## Job Description



<b>Position Title</b>	Director of Development
<b>Supervisory Relationship</b>	Chief Development Officer
<b>Work Location</b>	1805 South Paulina, Chicago, IL 60608
<b>Organization General Description</b>	<p>After 28 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 \$500 million in community investment.</p>
<b>General Job Description</b>	<p>The Director of Development is an integral part of TRP's Institutional Advancement (IA) Pillar. The Director of Development is a high-producing development professional responsible for identifying, qualifying, cultivating, soliciting, and stewarding current and prospective individual and institutional donors. The Director of Development is expected to approach their work with a standard of excellence and implementing best-in-class practices to secure five, six, and seven-figure gifts. The Director of Development will staff the IA Pillar Advisory Committee and Associates Board. The portfolio for this position includes supporting the coordination of efforts and strategy to secure capitalization and program-related investments. The Director of Development partners with colleagues in IA and with colleagues throughout TRP to create and implement strategies that strengthen the financial viability of the organization. Key functions of this position are estimated as a percentage of time, including:</p> <ul style="list-style-type: none"><li>45% Leadership and Major Gifts</li><li>30% Prospecting (identify/qualify)</li><li>10% Stewardship</li><li>10% Capitalization/Program-Related Investments</li><li>5% Other duties as assigned</li></ul>
<b>Job Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Build a high yield portfolio that primarily includes individual donors, and may include some institutional donors and organizational donors.</li><li>• Identify strategic opportunities to engage prospective new donors, lapsed donors, and further involve current donors.</li><li>• Develop the annual giving program, focusing on retention, increased giving average, and increasing the number of donors.</li><li>• Staff the IA Pillar Advisory Committee, Associates Board, and support the efforts of other TRP advisory groups.</li><li>• Stay informed on giving trends, reports, and studies that are relevant to and inform fundraising strategies.</li><li>• As a senior administrator, proactively support cross-departmental projects, communications, and serve on internal staff committees and task forces as needed.</li><li>• Maintain required job skills and core professional competencies.</li><li>• Maintain up to date donor records utilizing the database, Salesforce.</li><li>• Consistently provide high-quality customer service.</li><li>• Perform other duties as assigned.</li></ul>
<b>Education and Experience</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree required.</li><li>• Master's Degree preferred.</li></ul>

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<b>Experience, Skills, and Characteristics</b>	<ul style="list-style-type: none"><li>• Experience in organizational development, including strategic planning</li><li>• Fundraising experience includes identifying, qualifying, cultivating, closing, and stewarding philanthropists who have made five, six, and seven figure gifts</li><li>• Strong organizational and project management skills are required</li><li>• Experience with staffing fundraising and event host committees that engage volunteers who are experienced professionals, and also volunteers who are emerging leaders, is required</li><li>• Technical competence in utilizing a customer relationship management system is required</li><li>• Experience with Salesforce, or a similar CRM like Raiser's Edge, is a plus</li><li>• Adept with Microsoft Office: Excel, Word, Power Point is required</li><li>• Event planning and event management experience is required</li><li>• Willingness to learn and stay informed about the issues addressed through TRP</li><li>• Agility in responding to emerging demands and changing project priorities within a growing and dynamic organization is required</li><li>• Knowledge of fundraising strategies and techniques is required</li><li>• Curiosity and desire to continue professional development is required</li><li>• Commitment to maintaining confidentiality is required</li></ul>
<b>Position Classification</b>	Full-Time, Exempt
<b>Preparation Date</b>	11/2/18
<b>Statement of Equal Opportunity</b>	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.
<b>Application Instructions</b>	Please send resume and cover letter by email or mail. No phone calls please.
<b>Contact Information</b>	Email: <a href="mailto:trpjobs@resurrectionproject.org">trpjobs@resurrectionproject.org</a> Mail: Human Resources, 1805 South Ashland, Chicago, IL 60608