

THE RESURRECTION PROJECT

Job Description



Position Title	Donor Relations Coordinator, Institutional Giving
Supervisory Relationship	Donor Relations Officer, Institutional Giving
Work Location	1805 South Ashland, Chicago, IL 60608
Organization General Description	<p>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.</p>
General Job Description	<p>The Donor Relations Coordinator, Institutional Giving is an integral part of TRP's Institutional Advancement Pillar. The Coordinator provides grant writing and management support within the pillar toward achieving its goals. The Coordinator works in partnership with all members of the pillar to develop and implement strategies to strengthen the financial viability of the organization and secure funding for current and expanded programming from foundation, corporation, government, and intermediary supporters. The Coordinator is responsible for strengthening existing relationships and establishing new relationships within a distinct institutional grant portfolio. The Coordinator provides support to improve pillar processes and procedures with a goal of improving cross-pillar operations, and works on various projects related to development, including marketing, communications, and program evaluation.</p>
Job Duties and Responsibilities	<ul style="list-style-type: none">• Write or edit a variety of complex documents, including: Letters of Inquiry, grant proposals, supporting materials, reports, case statements and other correspondence.• Project manage grant and reporting deadlines.• Steward prospects and funders of assigned portfolio through personal visits, phone contact, email, and by promoting TRP's mission and impact.• Strategize with senior staff on cultivation and stewardship opportunities, including relevant research, and private and public funding prospects.• Maintain and organize donor files (hard copy and electronic).• Create, maintain, and update database of donor contacts, proposal requirements, and donor cultivation and proposal submission processes.• Develop, monitor, and report on the departmental budget as appropriate with the Resource Development team, including monthly cash flow reports and quarterly forecasts.• Manage, create, and interpret outcome charts/tables for funder reporting purposes.• Contribute to the development of communication and marketing materials for the department and organization as appropriate.• Stay informed on key trends, reports, and studies that are relevant to TRP's mission and scope of work.• Actively support cross-departmental projects, communications, and serve on internal staff committees and task forces as needed.• Assist with the planning and implementation of events to support departmental goals.• Enlist, train, and coach staff, board members, and volunteer leaders to

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support fundraising efforts and TRP ambassadorship where appropriate.

- Assist in the implementation of the overall departmental work plan and achieve annual departmental goals.
- Maintain required job skills and core professional competencies.
- Consistently provide high-quality customer service.
- Manage assigned interns.
- Perform other duties as assigned.

Essential Knowledge and Skills **Education:** Bachelor's Degree required.

Experience: candidates must have:

- Demonstrated ability to write clearly and persuasively.
- Strong verbal communications.
- Strong organizational and project management skills, with a passionate attention to detail.
- Ability to effectively prioritize multiple tasks and meet deadlines and goals.
- Strong skills with Word Processing, presentation, and spreadsheet software.
- Ability to integrate technology and effectively utilize technology for professional productivity.
- Honed research skills and ability to find good, reliable information.
- Willingness to learn and stay informed about the issues addressed through TRP, and actively engage in the community TRP serves.
- Ability to respond with flexibility to demands and requirements of a growing and dynamic organization.
- Willingness to participate in ongoing professional development and self-evaluation.
- Willingness to practice the guiding principles of the organization, adhere to TRP's policies and procedures, and maintain highest ethical standards.
- Knowledge of fundraising strategies and techniques a plus.
- Database experience with e-Tapestry and/or Salesforce a plus.
- Bi-lingual Spanish candidate 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

10/18/17

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

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