

THE RESURRECTION PROJECT

Job Description



Position Title	Donor Relations Officer, Institutional Giving
Supervisory Relationship	Director of Development
Work Location	1805 South Paulina, 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>Working within the Institutional Advancement Pillar team, and reporting to the Director of Development, the Donor Relations Officer, Institutional Giving creates and directs the department's institutional giving priorities and strategies to increase TRP's visibility, funding, and donor retention. The Officer leads creation and management of a well-coordinated plan to cultivate and solicit support from foundation and corporation sources, and from time to time, government and intermediary sources. The Officer is a moves-management practitioner to steward and strengthen existing resource relationships and establish new relationships with institutional supporters. The Officer leads efforts to continuously improve department processes and procedures that maintain high-functioning synchronization across pillar operations within a highly-dynamic organization. The Officer provides strategic direction and oversight of the assigned staff and interns.</p> <p>Institutional Advancement strategically aligns resource development and organizational leadership development to move the organization towards its aspirational self. The pillar works collaboratively across all TRP Pillars to raise the visibility of the organization, increase resources, and develop and strengthen relationships with leaders who invest their time, talent and treasure through board and committee roles to move the organization forward. A key focus of the Institutional Advancement Pillar during the 2015-2020 years is the \$25M Imagine More Campaign.</p>
Job Duties and Responsibilities	<ul style="list-style-type: none">• In coordination with the Director of Development, direct short- and long-range strategic planning activities to create and implement institutional fundraising goals and objectives.• Oversee the creation and execution of a stewardship and solicitation plan that includes a solicitation calendar for annual funding from corporations, foundations, government pass-through, and intermediaries.• Manage portfolio relationships and the solicitation process for corporate, foundation, government pass-through and intermediary supporters and prospects.• Strategize with senior staff on cultivation and stewardship opportunities, including relevant briefings.• Develop and create tools for revenue generation, including case statements, proposals, annual template, solicitation materials, and other relevant documents.• Develop, monitor, and report on departmental budget as appropriate with the Institutional Advancement team including monthly revenue forecasting

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and cash flow reports, and quarterly dashboard.

- Support the production of marketing materials for the department and organization as appropriate.
- Actively support cross-departmental projects and engage TRP employees at all levels to foster an in-depth understanding of the work of different departments.
- Assist with the planning and implementation of events to support departmental goals, including site visits, stewardship functions.
- Enlist and train staff, committee volunteers, and board members to support Institutional Advancement and resource generation efforts.
- Maintain required job skills and core professional competencies.
- Stay informed on key trends, reports, and studies relevant to TRP's mission, vision, and portfolios of work.
- Create a culture of accountability across all TRP pillars.
- Manage interns, staff, and contracted support as assigned.
- Perform other duties as assigned.

Essential Knowledge and Skills

- Bachelor's Degree required. A Master's Degree preferred.
- Robust background in corporate and foundation fundraising strategies and techniques.
- Successful track record in development with a proven ability to 1) solicit and secure grants, 2) meet or exceed goals, 3) establish funding relationships.
- Keen understanding of donor moves management.
- Sharp project management skills.
- Excellent writing, editing, and verbal communication skills with emphasis on compelling and strategic messaging.
- Proficient computer expertise in Microsoft Office, as well as fundraising and donation management systems (e.g., eTapestry).
- Minimum of five years' experience in all aspects of development (e.g., appeals, grants, donor relations and stewardship, prospect research, campaigns, events).
- Willingness to meet the high standards of the organization, and adhere to highest ethical standards.
- 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

10/6/17

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