

THE RESURRECTION PROJECT

Job Description



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| Position Title | Institutional Advancement Officer |
| Supervisory Relationship | Chief Development Officer |
| Work Location | 1805 South Paulina, Chicago, IL 60608 |
| Organization General Description | <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> |
| General Job Description | <p>The Institutional Advancement Officer is an integral part of TRP's Institutional Advancement (IA) Pillar. The Institutional Advancement Officer has primary responsibilities for stewardship, prospect research, and database management. The person in this position is expected to approach their work with a standard of excellence and implementing best in class practices. The Institutional Advancement Officer 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">30% Stewardship30% Prospect Research30% Data Management, including liaise with Accounting5% Annual report and large volume mailings5% Other duties as assigned |
| Job Duties and Responsibilities | <ul style="list-style-type: none">• Develop a donor acknowledgement strategy that celebrates philanthropists at all levels of giving, by partnering with the IA team, Marketing Communications, and other TRP teams.• Conduct research to develop profiles on prospective institutional, individual, corporate, and government donors, including working with the IA team to property rate giving potential based on capacity and propensity.• Manage the database, Salesforce, to optimize its functionality, including data integrity, portfolio management, and analysis to generate reports on cash flow, budgets, funder reports, and quarterly forecasts.• 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.• Maintain required job skills and core professional competencies.• Consistently provide high-quality customer service.• Perform other duties as assigned. |
| Education and Experience | <ul style="list-style-type: none">• Bachelor's Degree required or equivalency in experience.• Master's Degree preferred or equivalency in experience. |
| Experience, Skills, and Characteristics | <ul style="list-style-type: none">• Strong organizational and project management skills are required.• Experience with managing a donor acknowledgement system is required.• Technical competence in utilizing a customer relationship management system is required. |

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- Experience with Salesforce or Raiser's Edge is a plus.
- Adept with Microsoft Office: Excel, Word, Power Point is required.
- Willingness to learn and stay informed about the issues addressed through TRP.
- Agility in responding to emerging demands and changing project priorities within a growing and dynamic organization is required.
- Knowledge of fundraising strategies and techniques is a plus.
- Curiosity and desire to continue professional development is required.
- Commitment to maintaining confidentiality is required.

Position Classification Full-Time, Exempt

Preparation Date 11/2/18

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 Email: trpjobs@resurrectionproject.org

Information Mail: Human Resources, 1805 South Ashland, Chicago, IL 60608