

Position Description			
Job Title:	Development Director	Department:	Administrative
Location:	2130 Green Bay Road	Travel Required:	Minimal
Salary/Hourly Range:	Salary: \$60,000-70,000 based on experience	Employment Status:	Full time, Exempt
Date Position Available:	Immediately	Hours:	Minimum 40hrs/week
Date posted:	Dec. 3, 2018	Posting Expires:	January 31, 2019
External posting URL:	https://itachicago.org/careers/		
Applications Accepted By:			
E-MAIL: Andria Duncan alduncan@itachicago.org Subject Line: Development Director Position		MAIL: N/A	
Job Description			
<p>JOB SUMMARY</p> <p>The Development Director works collaboratively with the Executive Director and Board of Directors’ Outreach Committee to create and implement a strategic development plan for obtaining grants, corporate donors and individual gifts. The position will develop annual fundraising campaigns (mail and digital), ensure a culture of philanthropy is adopted throughout the organization where donor stewardship and cultivation are a top priority. The Development Director will be responsible for making personal calls and visits to donors, coordinating and planning fundraising events, meetings, programs and other elements designed to enhance positive relations with donors.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>The Development Director will oversee all fundraising activities of the organization, and will be expected to perform the following duties:</p> <ul style="list-style-type: none"> • Provide strategic direction of all campaigns and activities related to the annual fundraising strategy. • Work closely with the Executive Director to establish long-term fundraising goals and objectives for each contribution category. • Research and analyze individual donors and prospects in order to develop strategies for gift growth or acquisition. • Serve as the primary contact for individual donors, foundations and corporate sponsors. • Develop clear lines of communication with staff, volunteers and board members. • Structure and oversee a timely and relevant gift acknowledgement program. • Ensure donor retention and coordinate donor engagement opportunities. • Oversee ITA’s grant writing and provide necessary information to grant writer. • Secure contributions, meeting or exceeding annual goals set by the Board of Directors in the annual fundraising strategy. • Advise on capital campaign strategy and manage execution, setting communication and funding goals. 			

- Track all charitable gifts and create reports upon the request of funders, the Executive Director and the Board of Directors.
- Create marketing materials and plan events to generate contributions.
- Assume other tasks and responsibilities as assigned by the Executive Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree required.
- Minimum of 5 years nonprofit experience in a direct fundraising and/or development role.

COMPETENCIES AND PREFERRED SKILLS

- Ability and confidence to interact with varied constituencies including Board Members and volunteers.
- Exceptional writing skills.
- Strong leadership skills.
- Energetic, team-oriented, and results-oriented personality.
- Exceptional organization and communication skills.
- Creative and flexible.
- Strong knowledge of Microsoft Office software, specifically Word, Excel, and PowerPoint, and high level of comfort with CRM (constituent relationship management) databases, such as Salesforce.com.
- Marketing capabilities, especially in social media.
- Interest and or experience in Creative Arts and/or Creative Arts Therapy.

ADDITIONAL NOTES

This is an opportunity to join and help grow a nationally recognized organization that has distinguished itself in the use of integrated arts approaches to help children, adults and families to improve functioning related to psychological, developmental, physical or cognitive factors. Founded in 1975 and established as an independent nonprofit organization in 2015, the **Institute for Therapy through the Arts (ITA)** is one of the few comprehensive community-based arts therapy programs in the United States to offer four creative arts treatment modalities – **Music Therapy, Drama Therapy, Art Therapy, and Dance/Movement Therapy.**

Created By:	Jenni Rook	Date:	Dec. 3, 2018
Approved By:		Date:	
Last Updated By:		Date:	