

JOB OPPORTUNITY ANNOUNCEMENT DIRECTOR OF FUNDRAISING AND DEVELOPMENT

(Full Time/Exempt)

FAMILY SERVICE OF GLENCOE IS OFFERING THIS CAREER OPPORTUNITY, AVAILABLE IMMEDIATELY

The Director of Fundraising and Development will develop and implement an organizational fundraising plan, and effectively support the executive director and board members in their fundraising and public relations responsibilities. Position-specific responsibilities include:

- Cultivate and nurture relationships with current and potential corporate and foundation sponsors, and individual donors.
- Manage the annual giving program, including direct mail and personal solicitation of leadership level donors.
- Conduct prospect research and write responsive grant applications and proposals.
- Support the board planning and implementation of annual special events.
- Prepare a motivational case for support and write donor solicitation and acknowledgment letters.
- Maintain best practices for recording gifts, honoring donor intent, and managing donor relationships.
- Update and maintain the donor database, ensuring accuracy and integrity.
- Work with the executive director and board members to develop and implement an integrated public relations strategy.
- Support the creation of marketing and promotional materials, including monthly and special edition electronic newsletters and social media.

The Director of Fundraising and Development must be able to interact in a supportive and professional manner with donors, board members, volunteers, clients, colleagues and community. The person in this position must work well in a small office team environment and be open to change as Family Service of Glencoe continues to grow.

Qualifications: The successful candidate will possess:

- ✓ Minimum of a Bachelor's Degree
- ✓ Minimum of 5 years of fund development experience (annual fund, major gifts, events planning, grant writing)
- ✓ Minimum of 3 years of communications experience (marketing, public relations, social media)
- ✓ Preference will be given to candidates with additional training or experience with donor data bases and/or graphic design
- ✓ Personal Attributes
 - Personable with ability to relate positively to multiple constituencies (donors, clients, colleagues, community)
 - Strong personal boundaries, professional, patient
 - Attentive to detail and commitment to quality

Compensation: Family Service of Glencoe has a very competitive salary range and for full-time employees, an array of benefits including health, life, and disability insurance coverage, and retirement plan.

To Apply: No phone calls please. Submit confidential e-mail resume, cover letter and salary requirements to Bill Hansen at william@familyserviceofglencoe.org.

About Family Service of Glencoe: Rooted in Glencoe for more than 100 years, FSG is a community asset with a unique understanding of the northern suburbs. Our clinicians serve individuals, families, couples, children and adolescents. Glencoe is a village of approximately 8,000 people located on the North Shore of Chicago and on the Metra train line. Our offices are near the train station in the center of the village. Our work environment is professional, dynamic, innovative and compassionate.