



Director of Advancement Position Overview

Summary:

The Community House is a unique 501(c)(3) non-profit on Chicago's North Shore that has played a special role in the community for over a century. Its mission is to enrich the lives of North Shore residents by providing educational, cultural, social and recreational opportunities for people of all ages. Home to classes, sports programs, weddings, theatre and dance performances, special events, and much more, the Community House offers a theatre, full-service fitness center, gymnasium, and several multi-purpose spaces surrounded by beautiful gardens and grounds. The building is listed in the National Register of Historic Places.

The Community House has an annual operating budget of about \$3 million, with about \$325,000 being raised through the annual fund each year. In addition to ongoing efforts to increase major gifts and annual giving, the organization is poised to kick off a significant capital campaign (\$7M to \$10M) to upgrade our historic building, ensuring that this beloved organization is prepared to meet community needs for years to come.

Reporting to the President, the Director of Advancement will lead all philanthropic initiatives at the Community House, including stewardship, major gifts, annual fund appeals, foundation and corporate grants, and any staff-led fundraising events. This position interfaces directly with the Board of Governors, the Woman's Board, high-level donors, and community leaders.

Primary Duties and Responsibilities:

Cultivation & Stewardship:

- Develops and executes ongoing cultivation and stewardship activities related to both annual and capital giving, working closely with the President
- Leads donor research / prospect identification for annual giving and the capital campaign

Annual Fundraising:

- Leads all annual fundraising strategies and activities, including:
 - Solicitation of annual fund donations at all levels, including direct, personal solicitation of major gifts
 - Solicitation of corporate sponsorships and foundation support for operations and special projects
 - Ensures appropriate tracking, acknowledgement, and recognition of annual gifts
- Serves as the primary staff liaison for the Advancement Committee of the Board of Governors and champions Board involvement in the annual campaign

Capital Campaign:

- Leads capital campaign strategy, communications, and fundraising efforts, working with the President, volunteer leadership, and campaign counsel to achieve campaign goals

- Works collaboratively with the President and volunteer leadership to cultivate and solicit capital campaign contributions, including naming opportunities
- Serves as the primary staff liaison for the Capital Campaign Committee of the Board of Governors

Planned Giving:

- Initiates and manages a structured planned giving program based on best practices

Events:

- Provides guidance for major fundraising events led by the Woman's Board, including the iconic Antiques+Modernism Show and other events throughout the year

Budget & Staff:

- Develops and manages the annual advancement budget and capital campaign fundraising budget
- Manages staff who assist with gift processing, database upkeep, and capital campaign support functions

Qualifications:

We're seeking an engaging and energetic leader with a passion for our mission and demonstrated success in securing support from individuals, corporations, and foundations. The successful candidate will be skilled in developing and executing strategic fundraising initiatives, empowering and motivating Board members and other volunteers, building substantive relationships with volunteers and community members, and directly cultivating and soliciting major donors.

Strong presentation and negotiation skills, the ability to set and follow through on priorities, and outstanding interpersonal, analytical, organizational, and writing skills are required. The ideal candidate will be independent, innovative, flexible, and collaborative, with strong listening skills, a good sense of humor, and the ability to thrive in a team-oriented environment.

Experience with Chicago's North Shore communities is strongly preferred.

Bachelor's or advanced degree required. At least five years related experience required, with proven success in both annual and capital campaign fundraising. Must be fluent in MS Office and the use of donor database software; Raiser's Edge experience preferred.

To apply:

Submit resume and cover letter to Amy Skalinder, President, at amys@mywch.org. Applications will be reviewed as they are received.