

**POSITION: Strategic Fund Development Supervisor**

PRIMARY RELATIONSHIPS

This position reports to the CEO and serves as a member of the management team. Within the association, the position has primary relationships with the financial operation, senior management staff, and program staff. Outside the agency, the position coordinates with the board of directors, fundraising volunteers, donors, and funding sources.

PERFORMANCE EXPECTATIONS

As a member of the management team, this is a high-stress position that helps set the direction and ensures the health of the institution. The individual is expected to be a strong communicator with exceptional writing skills, demonstrated fundraising technician and an excellent organizational development specialist.

**Strategic Leadership**

* Serve as the primary face and subject expert for all things relative to fundraising for YWCA Northwestern IL.
* Collaborate with the CEO and Board Members to assess current fundraising goals and create attainable but ambitious goals for the next 3-5 years.
* Develop and implement a substantive, actionable, and measurable strategic development plan. Implement and monitor progress toward short- and long-term fundraising strategy and goals. Maintain accurate progress reports of revenue and expenses towards goals.
* Steward a culture of philanthropy at all levels of the organization, including staff, leadership, volunteers, and the Board of Directors.
* Foster a culture of teamwork and collaboration among the Board of Directors, staff, volunteers, and the community.

**Donor Relations and Stewardship**

* Develop a consistent pipeline of donors who have the capacity to give annually at a level of $5,000 or higher. Create and implement strategies to grow the donor pipeline at all gift levels.
* Identify and cultivate the next generation of major donors with recommendations from stakeholders and other means to identify and qualify donors for solicitation and stewardship opportunities.
* Partner as appropriate with leadership volunteers to identify and secure visits with those in their peer networks and other stakeholders and groups.
* Establish a thoughtful and consistent stewardship plan for donors at all levels. Ensure excellent customer service is provided to donors through accessibility to staff and leadership (when appropriate), timely responsiveness, quality in all interactions, and personalized communications.
* Maximize relationships with current and former YWCA Northwestern Illinois members and volunteers in the area.

**External, Community, and Partner Relations**

Together with the Marketing/PR Firm:

* Serve as a passionate and visible spokesperson for YWCA Northwestern Illinois, ensuring the organization is known as a trusted community organization dedicated to eliminating racism and empowering women.
* Maintain a strong presence in professional organizations, community groups, and other spaces relevant to the work of YWCA Northwestern Illinois and its mission.
* Act as a liaison to local businesses, government, and public entities. Develop a network of organizations in the local community that can contribute volunteer and financial support for years to come.
* Work with the local counties’ funding entities and foundations, representing the organization at meetings and presentations and provide impact and other reports throughout the grantmaking cycle.
* Network at Chamber events and with other service groups to be familiar with area organizations and to place YWCA’s work and image in the forefront of these community groups.

**Administration and Management**

* Support all organization fundraising events’ strategy, including coordination of board committees, staff, and ensuring other relevant partners are included, invited, and stewarded.
* Assist all major events to help guarantee success including Leader Luncheon and all other special events. Be a strong player in the functions and logistics of all special events with support from the Special Events Coordinator and select Special Events Committees.
* Create a system and structure for effective grants/grants management. Support the CEO and CAO on governmental and large Foundation grants. Smaller Foundation and local grants will be written by the Strategic Fund Development Director.
* Become familiar with and adapt a thorough record-keeping process using the Sage CRM system and make certain donor records are updated and maintained.

**Specific Requirements Include:**

● A minimum of five years of progressive experience in fundraising, grant writing, public relations, and leadership, with the ability to work collaboratively in small teams.

● Proven ability to build strong relationships with a variety of volunteers, public leaders, partner organizations, and other stakeholders and leverage those relationships for partnership and fundraising opportunities.

● Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture.

● Familiarity with donor tracking systems, such as Sage CRM product suite.

● Ability to engage with diverse audiences, including donors, board members, volunteers, youth, staff, executives, etc.

● Established track record of increasing revenue through diverse fundraising streams, e.g., individual giving, grants, corporate partnerships, planned giving, etc.

● A track record of stable tenures in previous roles.

● Knowledge of and connections to funding communities in northwestern Illinois is desirable.