



Director of Development

Areas of Focus: Adolescent sexual health, advocacy, and policy

Position Type: Full time

Location: Chicago, IL

Application Deadline: November 30, 2010

The Illinois Caucus for Adolescent Health (ICAH) seeks a Director of Development. This is a senior management position reporting to the Executive Director. The Director of Development is responsible for securing increased and sustainable resources from foundation, corporate, and government funding sources in order to meet or exceed annual revenue goals. The Director is a creative and articulate communicator who employs innovative strategies to reach prospects and turn them into donors.

Description of Organization: Working in partnership with youth, ICAH's mission is to promote sound policies and practices that promote a positive approach to adolescent sexual health and parenting. ICAH's mission is based on the belief that reproductive freedom for adolescents must encompass the freedom to prevent pregnancy through honest information and contraception, the freedom to terminate a pregnancy, and the freedom to bring a pregnancy to term and parent. Our strategies towards are mission are policy analysis and development, youth leadership development, advocacy, and training of youth and adults. In all of our work, ICAH focuses on marginalized youth populations including immigrant youth, youth of color, low-income, LGBTQ, and pregnant and parenting youth. With a small but diverse full-time staff of 7, ICAH maximizes impact by participating in partnerships and collaborative efforts. ICAH is an equal opportunity employer and values diversity in all its definitions.

Essential duties and responsibilities:

- Develop, implement, and manage all aspects of the fundraising process, including: strategy development; case-for-support updates; grant proposal preparation submission, follow-up, monitoring and reporting
- Identify and analyze new fundraising opportunities
- Develop, implement, and manage an annual communications plan, which articulates messages, themes, media vehicles and calendar, and marketing materials
- Organize and plan high quality special events
- Identify, cultivate, solicit and steward major donors and prospects with the assistance of the Executive Director and Board
- Serve as a staff liaison to the Development and Communications Committees.
- In partnership with the senior management team and Board of Directors, define annual and multi-year fundraising strategies and development plans to support the agency's strategic plan
- Other duties as assigned

Position Qualifications:

- Bachelor's degree required
- Relevant grant writing, fundraising, or marketing experience

Knowledge, skills and abilities

- Knowledge about PPY, sexual health education, adolescent sexual health care
- Passion for raising money
- Strong presentation, persuasion, oral and written communication skills
- Demonstrated ability to learn quickly, synthesize large amounts of information, and present it in a concise and engaging manner
- Demonstrated ability to meet deadlines and goals
- Creativity, imagination, problem-solving skills, and the ability to adjust direction and strategies
- Willingness and ability to take initiative
- Experience working both as part of team and independently
- Self-starter, highly motivated, resourceful and dynamic professional
- Experience as a fundraising professional

To Apply:

Qualified candidates please send cover letter, resume, and writing sample by email to Soo Ji Min, Executive Director at sooji@icah.org. No phone calls, please.