

Director of Development

Position Specification

Breakthrough Urban Ministries Description

Breakthrough Urban Ministries, located in Chicago's East Garfield Park, seeks to end cycles of poverty by providing ways for people to connect into relational networks of support, to have access to resources and opportunities, and to contribute back to the community. A variety of services and resources are offered towards that end. Breakthrough's Adult Services program is designed to empower homeless adults to overcome poverty in an environment that restores dignity. The Interim Housing Program provides transitional shelter for up to 120 days while supporting individuals in attaining stability. The Employment Program helps men and women prepare for and get connected to job opportunities.

Breakthrough surrounds youth in the neighborhood with a network of caring adults to support their growth and expand their opportunities. The average student in Breakthrough's Youth Program has seven adults – reading tutors, soccer coaches, Bible study leaders, math tutors and others all become spokes in the student's network. Breakthrough's Youth Program includes preschool, middle and high school academic enrichment and spiritual development activities, along with athletic programs to engage youth physically. Each year, Breakthrough connects youth to employment and internship opportunities. Youth are given the skills needed to succeed and the network of opportunity to put them to use. Additional information about Breakthrough's programs and services can be found at www.breakthrough.org.

Position Description

The Director of Development is responsible for overseeing all fundraising activities at Breakthrough Urban Ministries. The general fund consists of a diverse mix of individual, foundation, corporation, church and government funding and is currently \$3.6M annually.

- Position reports to: Executive Director, Breakthrough Urban Ministries
- Reporting to position: Marketing Coordinator, Grants Coordinator, Development Coordinator

Major Responsibilities

- Establish and oversee an operating plan with annual goals, objectives and strategies for fundraising programs directed at individuals, foundations, corporations, government agencies and churches
- Provide counsel and support to maximize the development activities of the Executive Director
- Support the Executive Director in creating a culture of fund development within the organization and governing board in support of the Executive Director, board chair and fund development committee
- Recruit, motivate and develop a high caliber team to ensure the highest professional standards in fundraising
- Oversee planning and execution of annual benefit and special events including the annual benefit that draws 1,800 attendees and raises \$850,000, a bi-annual weekend retreat for major donors and monthly Behind the Scenes Tours as well as other smaller events
- Ensure that Breakthrough has "best in class" services supporting fundraising efforts including information technology, marketing, direct mail, direct marketing, use of social media and communications, events and publications
- Personally foster relationships with major donors, corporations, government agencies and foundations
- Expand donor base and increase financial commitments in major gifts and corporate/foundation support
- Play a key role in the success of the \$15 million capital campaign supporting a new Family Plex Center
- Establish a planned giving program
- Develop and administer the department budget

Ideal Experience (should have many of these)

- Demonstrated a track record as a creative fundraiser, manager, leader and strategist
- Worked in close partnership with members of a governing board on major fundraising initiatives
- Involved in the planning and execution of a successful capital campaign
- Built and managed high performing teams
- Maintained momentum throughout an organization by identifying new opportunities and building enthusiasm for fund development
- Brought current best practices to bear on key fund development areas such as research, annual fund, major giving, planned giving and capital campaigns
- Developed individual and institutional relationships with existing and potential major donors and leveraged those relationships into donations
- Modeled successful cultivation, solicitation and stewardship of donors and coached others to develop these skills
- Managed annual fundraising budgets
- Demonstrated an ability to work in a cohesive leadership team
- Shares the values of the organization and staff
- Bachelor's degree in a related field from an accredited college or university; an advanced degree or professional certification in fundraising would be an advantage.
- At least six years of experience in fund development

Critical Competencies for Success (must have)

Provides strategic guidance and execution to advance Breakthrough's mission by:

- Leading efforts to identify and secure major commitments to annual and campaign targets
- Ensuring a "best in class" culture supporting fundraising efforts, including information and data technologies, marketing and communications, events and publications

Serves as a trusted colleague and valued member of the senior leadership team by:

- Identifying and supporting the development efforts of the Executive Director, board and other key staff and committee members
- Building and motivating a high performing fund development team
- Cultivating strong relationships with key external stakeholders
- Fostering a culture of collaboration and modeling a 'roll-up-the-sleeves' personal style

Possesses strong communication / presentation skills and is able to represent Breakthrough by:

- Demonstrating a passion for communicating Breakthrough's mission and its unique story
- Demonstrating an ability to interact effectively with a broad base of constituencies

To Apply

Please fax or email a cover letter and resume to:

Fax: 773.722.1434
breakthroughdev@breakthrough.org