

CAREER OPPORTUNITY

Title: Associate Director, Donor Relations

FLSA Code: Exempt; Full-time

Location: Breakthrough Men's Center 402 N. St. Louis Avenue Chicago, IL 60624

We are Breakthrough:

Breakthrough partners with those affected by poverty to build connections, develop skills, and open doors of opportunity. Breakthrough is intentionally located in and works alongside residents in East Garfield Park. Each year, Breakthrough has the opportunity to work with over 6,000 local residents and their families.

Position Summary:

The Associate Director, Donor Relations will develop, manage, and execute a coordinated and effective donor engagement strategy to secure gifts from individual donors with high giving capacity. The role is responsible for participating in each step of the donor pipeline, including: identification; qualification through research; cultivation; briefing; request for support; and prompt follow up, stewardship, and recognition.

As a member of the Fund Development team, the Associate Director, Donor Relations performs various tasks including but not limited to:

Strategy

- Design, develop, and lead the execution of a donor cultivation strategy, focusing on major and mega gifts
- Track and report to the team on metrics related to the major and mega donor category

Research & Prospecting

- Support and lead research and development efforts of major/mega donors, helping the team to understand who they are, their interest and past level of engagement with other organizations and where Breakthrough falls within their giving priorities
- Utilize Breakthrough's donor research tools (iWave, Giving DNA) to more deeply understand donors
- Prepare a prospect pipeline and secure gifts of new donors

Donor Cultivation

- Manage a portfolio of individual donors, including implementation of donor strategy for that specific group
- Utilize the Salesforce platform for donor management

Fund Development Team

- Represent Breakthrough to external audiences
- Participate in and support the planning and execution of donor-focused events
- Collaborate on content and messaging for donor engagement
- Additional projects as assigned



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Educational/Experience Requirements:

Minimum of Bachelor's Degree in a related field; 5-10 years professional experience in donor management and individual donor relations; Experience with Salesforce preferred; Experience with Google Suite; Proven experience in moves management and donor cultivation; Experience in utilizing data and CRM platforms as part of the donor management strategy

Compensation/Benefits:

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid benefit time, group health, dental, vision, life and disability benefits, free fitness center membership, employee discounts and more.

To Apply:

Send/email/fax cover letter and resume to:

Breakthrough Urban Ministries
Attn: Human Resources
402 N. St. Louis Avenue
Chicago, IL 60624
E: acesario@breakthrough.org
Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.