



Job Description

Position:	Director of Development
Reports to:	Chief Development and External Relations Officer
Status:	Exempt
Hours:	Full-Time / Maximum of 40 hours per week
Hours of Operations:	Mon-Fri 8am-5pm

Organizational Description. North Lawndale Employment Network is a comprehensive workforce development agency on Chicago's West Side dedicated to advancing the economic outcomes of the community's residents through innovative employment initiatives, including our social enterprises. In August 2021, North Lawndale Employment Network transitioned to a new campus which features a premier community café for residents and stakeholders.

Our Mission. To improve the earning potential of the North Lawndale community through innovative employment initiatives that lead to economic advancement and an improved quality of life for residents.

Opportunity. The Director of Development is a key leadership role responsible for guiding the organization toward long-term financial sustainability by developing and executing a comprehensive fundraising strategy. This external-facing position oversees institutional and individual giving, grant development, and donor engagement while building strong relationships with donors, associate board members, volunteers, and community stakeholders. The Director of Development manages grant activities alongside the Director of Grants and Research, including researching opportunities, writing and submitting proposals, and ensuring timely and accurate reporting for public agencies, private foundations, and corporate funders. Additionally, they maintain the donor database and support broader fundraising efforts, including funder cultivation and stewardship, annual fundraising events, capital campaigns, and year-end giving initiatives. Part of a high-performing development team, this role ensures a strategic and data-driven approach to fundraising, grants, and donor engagement.

Key Responsibilities

Fundraising Strategy & Donor Engagement

- Develop and implement comprehensive fundraising goals and strategies to support organizational growth.
- Lead efforts to acquire new donors and move existing donors through the donor cycle.
- Oversee and grow annual giving, major gifts, corporate giving, foundations, government grants, and special events to meet annual fundraising targets.
- Provide strategic support on fundraising initiatives, attend events, and serve as staff liaison for the Associate Board.
- Work to ensure strong donor stewardship and cultivation.



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Grants & Institutional Giving

- Lead and manage the entire grant lifecycle, including prospect research, application development, submission, award review, and compliance tracking.
- Develop a strategic approach to securing financial support from foundations, corporations, government agencies, and other institutional sources.
- Evaluate potential grant opportunities to ensure financial and strategic alignment with organizational priorities.
- Oversee the preparation of letters of inquiry, proposals, grant applications, and funder reports with accurate data and timely submission.
- Work with the Data Analytics Project Manager to track and report grant impact effectively.
- Maintain a grant cycle calendar to manage deadlines for applications, renewals, and reporting.
- Serve as a relationship manager for funders, ensuring strong stewardship and engagement.

Leadership & Team Management

- Lead and mentor Development and Communications Manager
- Foster a collaborative and results-driven team environment while providing professional development and growth opportunities.
- Support the development of annual organizational priorities and strategies and represent the organization as a spokesperson.
- Demonstrate a strong commitment to inclusion, diversity, equity, and access in all fundraising efforts.

Marketing & Communications

- Collaborate with the Chief Development and External Relations Officer to establish annual marketing and communication goals.
- Serve as a thought partner and reviewer for external communications, ensuring alignment with the organization's strategic plan and equity-centered messaging.
- Utilize digital platforms (e.g., social media, email marketing, website) to enhance stakeholder engagement and fundraising efforts.

Data & Relationship Management

- Maintain comprehensive records on donors, grants, and fundraising activities, tracking key metrics to measure success.
- Use technology platforms (e.g., Outlook, Teams, Zoom, CRM systems) to enhance efficiency and donor engagement efforts.

Qualifications & Skills

- **Education & Experience:** BA/BS degree in liberal arts, communications, business, or a related field, with **5-7 years of experience** in development and grant writing for public and private funders.



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- **Fundraising & Grant Expertise:** Proven track record of securing grants from foundations, corporations, and government agencies. Strong understanding of institutional fundraising, donor relations, and stewardship.
- **Writing & Communication:** Excellent written and verbal communication skills, with the ability to craft compelling funding proposals for a variety of audiences.
- **Leadership & Team Management:** Demonstrated leadership and management experience, including the ability to delegate, mentor, and create clarity for direct reports and team members.
- **Strategic & Organizational Skills:** A strategic thinker who can build consensus across a diverse organization, evaluate funding opportunities, and align them with organizational priorities.
- **Technology & Data Management:** Proficiency in fundraising software, **Salesforce (preferred)** or other donor management systems, as well as **MailChimp (preferred)** or other email marketing platforms.
- **Project & Financial Management:** Experience in budget planning, financial management, and project oversight is a plus.
- **Commitment to Mission:** Passion for NLEN's mission and a strong commitment to social and economic justice.
- **Other Requirements:** Excellent self-management, time management, and follow-up communication skills.

NLEN Core Values

Neighborhood-focused employment initiatives are fundamental.

Successful programs are neighborhood-focused and community-driven so they meet the specific needs of individuals.

Quality of work matters.

People who work hard should not be poor. A full-time job must meet basic needs and offer conditions for engagement, advancement, and respect.

Economic mobility is essential to reducing poverty.

Family supporting wages and financial literacy are core to addressing economic insecurity, which disproportionately affects African American, Latino, and other families of color. Economic insecurity is not only impacting the poor; it has grown to threaten the middle class. Self-employment and entrepreneurship are critically important economic mobility strategies to generate income and boost household finances.

We must address the racial wealth gap and social inequality.

The United States' history of racially charged public policy has created the modern racial wealth divide not just through the legacy of slavery and Jim Crow, but through the more recent race-based discrimination in hiring, housing subsidies, tax subsidies, and veteran benefits as well as other implicitly and explicitly racist public policies.



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Everyone deserves human dignity and empowerment.

To uphold this belief, we do all of our work in a manner that values human dignity and eliminates shame, humiliation, and stigma by building on the strengths that help our participants and community survive loss and trauma and rebalance the power dynamic between participants and authority figures.

DISCLAIMER & ACKNOWLEDGEMENT

THIS IS NOT A CONTRACT OF EMPLOYMENT AND DOES NOT CHANGE YOUR STATUS AS AN AT-WILL EMPLOYEE (*i.e.*, EITHER YOU OR THE NORTH LAWNDALE EMPLOYMENT NETWORK MAY TERMINATE YOUR EMPLOYMENT AT-WILL, AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT PRIOR NOTICE). NLEN MAY AMEND, CHANGE, OR OTHERWISE DEVIATE FROM THIS JOB DESCRIPTION IN NLEN'S SOLE DISCRETION TO ADDRESS EMPLOYMENT SITUATIONS AS UNIQUE AS THE INDIVIDUALS THEY INVOLVE. NO CONTRARY STATEMENT OR DOCUMENT BY ANY NLEN EMPLOYEE, MANAGER, SUPERVISOR, OR AGENT SHALL HAVE ANY FORCE OR EFFECT UNLESS IT IS IN WRITING, STATES THAT IT IS A "CONTRACT OF EMPLOYMENT," AND IS SIGNED BY A DULY APPOINTED OFFICER OF THE NORTH LAWNDALE EMPLOYMENT NETWORK (NLEN).

I acknowledge receipt of this job description and disclaimer, and have read and understand the contents therein.

Employee's Signature

Date

Supervisor's Signature

Date