



Effective: August 1, 2019 until filled

### **Mission**

The Foundation's mission is to engage in protecting and restoring the treasured natural habitats within the Forest Preserves of Cook County and to enhance the outdoor experiences of all communities. We do this by encouraging and administering private gifts to further the Forest Preserve's mission and goals.

### **Development Associate**

The Development Associate position is a great opportunity for someone who has a passion for the outdoors, conservation, and developing youth leadership and growing our organization through new development initiatives that will increase our impact.

This new position will provide an opportunity to help shape the job and deliver new outcomes. Reporting to the President/ Executive Director, the person in this role will assist with fundraising tactics, general development activities, donor stewardship and database management. It is a full-time, salaried position with benefits.

### **Position Responsibilities**

Assist the Executive Director and Development Manager with all development and fundraising activities, including but not limited to:

Improve and execute appeal programs (June and December)

Coordinate meetings with prospective funders and donors

Assist with new donor cultivation and help to steward relationships with current donors

Research, engage and manage potential corporate partnerships for volunteer engagement

Compose and proofread proposals, concept papers, program summaries, talking points, briefings, donor correspondence, personalized donor acknowledgments as well as other correspondence as directed

Prepare/coordinate in-house or electronic mailings to donors

Support the planning and execution of fundraising events

Recruit prospects and donors to fundraising events via email, social media and phone calls.

Mail fliers and other correspondence to potential donors, volunteers and guests in order to inform them of events and activities

Solicit in-kind support and supplies for fundraising

Fuel the Foundation's prospect pipeline by conducting research on individuals, organizations, foundations and corporations

### **Board of Directors**

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Dr. Stuart Strahl  
Chicago Zoological Society

Ewa Weir  
Jones Lang LaSalle

Claire Williams  
KDM Engineering, PLLC

Shelley Davis, President  
Forest Preserve Foundation

- Maintain the accuracy and integrity of databases (Raiser's Edge and Excel) by ensuring that all information is kept current and up to date
- Perform basic administrative duties such as data entry, maintaining a filing system, etc.
- Keep apprised of landscape and relevant news/changes in corporate, foundation, and individual giving communities

Assist the Communications Manager with the following activities, including but not limited to:

- Promote fundraising in communication plans and direct mail
- Write and proof content for Foundation blog
- Develop and post social media content
- Help to create customized pitch decks and other presentation materials
- Occasional posting of content on website

### **Position Requirements:**

The successful candidate in this role will thrive in a small office environment and will be eager to grow in the development profession. In addition, we are seeking candidates with:

- Undergraduate degree or equivalent
- Minimum three years of development experience
- Proficiency in Microsoft and Google Suites
- Experience with Raiser's Edge a plus
- Experience with or willingness to learn WordPress
- Demonstrated ability in securing gifts from individuals, corporations, foundations, and other private funding sources
- Knowledge of basic fundraising and development best practices
- Excellent oral and written communication skills
- High attention to detail and follow-through
- Ability to take direction, work independently, balance competing priorities, show initiative and produce results
- Ability to foster effective working relationships within a team environment.
- Personal qualities of professionalism and integrity
- Exceptional time-management and organizational skills as needed for meeting deadlines.
- People skills and persuasiveness and the ability to procure donors, funders and items needed for fundraising efforts.
- A professional demeanor in person, over the phone, via all written correspondence.
- The ability to work well independently and under direct supervision.

To apply, please submit a resume and compelling cover letter, which will be considered your writing sample to:

Shelley A. Davis, President  
 Forest Preserve Foundation  
 69 W. Washington Street, Suite 2040  
 Chicago, IL 60602  
[shelley.davis@forestpreservefoundation.org](mailto:shelley.davis@forestpreservefoundation.org)

**\*\*No phone calls please\*\***