



## **DIRECTOR OF DEVELOPMENT**

### **Mission**

*The mission of the Forest Preserve Foundation is to engage in protecting and restoring the treasured natural habitats of the Forest Preserves of Cook County and to enhance the outdoor experiences of all communities.*

### **About the Forest Preserve Foundation**

Founded in 2013, the Forest Preserve Foundation (Foundation) is an independent, 501(c)(3) charitable foundation dedicated to raising funds and in-kind resources to support initiatives in the Forest Preserves of Cook County that are new, innovative, and not able to be supported through public resources. Since its founding, the Foundation has contributed over \$2.5M to support programming across several core investment areas.

### **Position Summary**

The Director of Development ensures the continued stability and growth of the Forest Preserve Foundation (Foundation) through the identification and cultivation of philanthropic, individual, corporate and governmental financial support. The position requires the ability to communicate the Foundation's mission, goals and accomplishments effectively to others and fulfill the Forest Preserve Foundation's short and long-term fundraising goals. This position reports to the President and will supervise the development associate.

### **Key Responsibilities:**

#### **Fundraising**

Work in partnership with Foundation President and Board of Directors to build and execute strategies for long-term financial sustainability. Participate in annual budgeting and fundraising projections. Develop and recommend strategies to diversify revenue streams.

Manage day-to-day operations of the Development Department, including, but not limited to, the development and execution of proposals, direct mail, internal/external communications, database administration, reporting and gift accounting, and special events.

Conduct prospect research, manage funder relationships, and prepare proposals. Cultivate, solicit, and steward a portfolio of prospects, including foundations, corporations and individuals. Utilize Raisers Edge NXT to track and plan all donor interactions and file correspondence as appropriate.

Ensure grants/contracts are documented through grant life cycle (i.e. recorded in tracking system, Raisers Edge, contract reviewed and executed, thank you correspondence sent, reporting and renewal dates entered into work plans).

Ensure corporate sponsorship goals are reached annually for special events and other Foundation activities.



### **Communications**

Collaborate with Communications Manager to provide content for and ensure completion of annual report, newsletters, informational materials, and other fundraising collateral. Partner with Forest Preserves of Cook County and other entities, as appropriate, for mutual benefit to accomplish the Foundation's mission and leverage resources.

### **Management**

Work with Foundation President to manage Board annual giving and other activities; and leverage Board networks, relationships, and ideas to generate partnerships and opportunities.

Serve as the staff liaison to the Young Professionals Association and encourage engagement in the organization's fundraising efforts, both short and long-term.

Provide guidance, leadership and direction, including clearly defined performance expectations; encourage professional development for development staff members.

### **Requirements/Qualifications**

Bachelor's degree and a minimum of 7 years of progressive development experience with proven success with individual and institutional giving, campaigns, and events. Minimum two years of experience leading a team and managing staff.

Demonstrated success identifying, cultivating, soliciting, and stewarding individual gifts, foundation grants, and gifts of \$10,000 and above.

Ability to build and maintain positive relationships, take initiative, set priorities, and handle multiple projects efficiently and effectively.

Superior writing, verbal communications, and public speaking skills.

Experience with donor databases. Raiser's Edge experience strongly preferred.

Experience in the fields of conservation, environment, and parks is a plus but not required.

This position is based in downtown Chicago (remote/hybrid work may be applicable at the time of hire due to the pandemic).

To apply, please submit resume and cover letter to [info@forestpreservefoundation.org](mailto:info@forestpreservefoundation.org) with "Director of Development" in the subject line.

*Forest Preserve Foundation is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status.*