



Center for Independent Futures

Job Description: Director of Development

About Center for Independent Futures (CIF): Center for Independent Futures is a non-profit organization that empowers individuals with disabilities to live full and independent lives. Founded in 2002, CIF provides a range of innovative support services, including housing, life skills coaching, and community engagement programs.

Location: Evanston, Illinois

Position Type: Full-time (Hybrid On-Site/Remote Option Available)

Job Summary:

The Director of Development is responsible for driving revenue for innovative programs that support the mission of the Center for Independent Futures, which is to help individuals with intellectual and developmental disabilities live full, independent lives. The Director of Development plays a key role in working with the Executive Director to cultivate donors and ensure the long-term sustainability of CIF through successful fundraising efforts.

Job Responsibilities:

Major Gifts

- Cultivates and maintains strong relationships with major donors, high-net-worth individuals, and philanthropic foundations.
- Identifies and engages prospective donors, develops strategies to secure major gifts, and ensures ongoing stewardship and communication are in place to sustain these relationships.

Fundraising Events

- Plans, coordinates, and executes fundraising events to ensure a seamless experience for participants and donors.
- Collaborates with the marketing and development staff to promote events and attract attendees.
- Oversees all logistics, donor engagement, and follow-up to ensure events are successful and donors feel valued.

Individual Donor Engagement

- Engages and retains individual donors through the development of personalized cultivation plans.

- Ensures that donors are connected to CIF's mission, and their giving experience is meaningful to encourage continued and increased support over time.

Legacy Giving Programs

- Develops and promotes legacy giving opportunities, creating programs that allow donors to make planned gifts that contribute to CIF's long-term financial health.
- Works with donors to discuss, facilitate and establish long-term commitments to CIF through estate plans.

Capital Campaigns

- Leads and manages capital campaigns to support CIF's growth including developing compelling campaign messaging and materials to engage donors and stakeholders.
- Oversees campaign strategy, establishes fundraising goals, ensures the successful implementation of the campaign, and regularly reports on progress to CIF's Executive Director and the Board of Directors.

Foundation Grant Giving

- Researches, identifies, and pursues grant opportunities from foundations that align with CIF's mission and services.
- Writes grant proposals, manages relationships with foundation representatives, and tracks and reports on the use of grant funds.

Reporting Structure:

The Director of Development reports to the Executive Director. The Director of Development is also supported by the Marketing and Development Manager and the Office Administrator.

Qualifications:

- **Experience:** Minimum of 5 years of progressive management experience in fundraising and development.
- **Research Skills:** Demonstrated ability to conduct in-depth research on major donors, foundations, and potential funding sources to inform fundraising strategies.

- **Database Management:** Experience using fundraising databases and tools to track donor interactions, manage donor relationships, and analyze fundraising performance.
- **Communication Skills:** Exceptional written and verbal communication skills, with the ability to compellingly convey CIF's mission and impact.
- **Fundraising Expertise:** Proven ability to solicit funds, secure major gifts, and implement successful fundraising strategies.
- **Social Networks:** Demonstrated proficiency in leveraging social networks and building relationships within the philanthropic community.
- **Strategic Thinking:** Strategic mindset with the ability to develop and execute fundraising plans aligned with CIF's goals.
- **Team Collaboration:** Ability to collaborate with the leadership team, Board of Directors, and other key stakeholders to align fundraising efforts with organizational priorities.
- **Public Relations:** Ability to work closely with the marketing and communications team to enhance CIF's public image and increase visibility in the community.
- **Innovation:** Demonstrated ability to bring innovative and creative fundraising strategies to enhance revenue streams and adapt to evolving donor landscapes.
- **Commitment to Mission:** Demonstrated commitment to non-profit missions and the ability to apply that commitment to the mission and values of Center for Independent Futures.

Requirements:

- 5+ years of fundraising and development management experience.
- Minimum of a Bachelor's degree and a proven track record in fundraising and development.
- Proficiency in research, database management, and communication skills.
- Commitment to CIF's mission and values.