



Vice President, Fundraising and Communications

A. Classification: Exempt
B. Reports to: Chief Executive Officer
C. Agency Administration

The Vice President, Fundraising and Communications is a senior-level professional who brings expertise, strategic direction and insight to the role and responsibilities of the position to advance the mission, objectives, sustainability and overall direction of the Carole Robertson Center for Learning (Center). The position is responsible for the development and the overall implementation of the Center's annual fundraising and communications plans. This includes the identification, research, cultivation, solicitation and management of corporate, foundation and public grants; expansion and solicitation of individual and corporate donors; development of the Center's publications and marketing materials; oversight of the volunteer program; and management of annual events and special campaigns. The Vice President, Fundraising and Communications works cross-functionally with other key staff to position the Carole Robertson Center for Learning as a premier Chicago-based nonprofit serving children, youth and families in communities of opportunities across the City.

The Vice President, Fundraising and Communications ensures that the Resource and Development Team develops and implements appropriate strategies for engaging donors and builds long-term, positive and sustainable relationships, including engagement with the Carole Robertson Center for Learning's Board of Directors. This position is a member of the executive team and acts as a staff liaison to the Resource Development Committee of the Board of Directors.

MAJOR RESPONSIBILITIES AND KEY TASKS

1. Lead the strategic development and implementation of annual fundraising and communications plans in conjunction with the Resource Development Committee.
2. Provide overall direction, management, and administration of all fundraising and communications efforts to support annual operating and programmatic needs.
3. Research and develop new sources of funding.
4. Oversee preparation of grant proposals and progress reports for submission and presentation to public entities, corporate and private foundations supporting specific programs, strategic initiatives and/or general unrestricted support.
5. Lead and support the day-to-day work of the Resource and Development Team.
6. Work closely with the CEO and other key staff and board members to strategize and coordinate cultivation, solicitation and stewardship activities.
7. Staff the CEO and attend select donor meetings and events, as needed.

8. Develop necessary communications, including presentations, speeches, and remarks for the CEO and/or Board of Directors, as needed.
9. Oversee the development of and distribution of the Center's publications, newsletters, brochures, annual reports, and other marketing and public relations materials.
10. Ensure communication outlets, including print, digital and social media, express the Center's mission and vision, comply with the Center's brand, work toward raising awareness and articulate a compelling case for support.
11. Manage the development of an individual donor base and the preparation of targeted solicitations.
12. Attend board meetings and other necessary events and meetings as needed or identified.
13. Manage campaigns in partnership with the Carole Robertson Center for Learning's Executive Team and Board of Directors.
14. Staff the Resource Development Committee.
15. Work with the CEO to grow and engage the Board of Directors to increase their support and leverage their contacts and networks to create new champions for the mission and vision of Carole Robertson Center for Learning.
16. Oversee maintenance and management of the Center's mailing list, donor list and donor records.
17. Coordinate with the Finance Department to track, monitor and report departmental and project budgets to necessary stakeholders.
18. Oversee the Center's Volunteer Program, including its recruitment and management of volunteers, documentation of volunteer service and guidance to staff in seeking creative sponsorship and volunteer activities.
19. Represent the Center through community involvement, donor contacts and effective and appropriate public relations.
20. Perform other duties as assigned.

QUALIFICATIONS

Applicants for the position of Vice President, Fundraising and Communications must possess at least a B.A. in a related field. Master's Degree and/or Fundraising Certificate is preferred.

PROFESSIONAL EXPERIENCE

- Alignment with Carole Robertson Center for Learning's mission and vision.
- Must have at least five years professional experience in grant writing, fundraising and community relations within a complex organization.
- Excellent oral, written and interpersonal communication and organizational skills.
- Knowledge of program design, program evaluation, and grant writing.
- Knowledge of nonprofit finance and budgeting to support various gifts, grants and donation schedules.
- Proven effectiveness in increasing fundraising results across different tiers of stakeholders (individual donors, public institutions, foundations and corporations).
- Demonstrable impact with increasing visibility and profile of an organization.

educating, enriching and empowering children and families

- Ability to communicate effectively with and relate to diverse internal and external constituents.
- Must have excellent command of the English language and grammar, both written and verbal, and communicate in a professional manner.
- Must have experience managing a team.
- Prior experience working with a Board of Directors and Resource Development Committee.
- Must be able to give, receive and analyze information; prepare written materials; and articulate goals, and priorities of the organization.
- Must be able to resolve problems, handle conflict and make effective decisions under pressure.

SALARY RANGE: Salary is commensurate with experience and background.

Interested candidates should send resumes and cover letters to the attention of Michelle Pitre-Young at pitrem@crcl.net.