



POSITION TITLE: Development Director  
REPORTS TO: Executive Director (ED)  
SUPERVISORY RESPONSIBILITIES: No Direct Reports; Task Supervision Only  
STATUS: Full-Time or Part-Time, Permanent  
SALARY: Commensurate with experience  
BENEFITS: 401K Match, PTO, Flexible/Hybrid Schedule, (QSEHRA Health for full-time)  
KEY TERMS: *Capital Campaign, Donor Stewardship, Major Gifts, Sponsorship; Collaboration, Communications, Writing; Strategy, Management, Coordination; Planning, Goal Achievement, Numbers-Sense, Responsibility*

## GENERAL

Hyde Park Neighborhood Club (HPNC) is a growing and evolving hyper-local nonprofit that is responsive to changing community needs. As a sustainability-focused youth center, HPNC brings together socio-economically and culturally diverse youth and families through quality programs, partnerships, and community events. We are about to launch a \$3.5M capital campaign for major facility improvements, including community space expansion, energy efficiency and water conservation, and outdoor improvements. In addition, we are developing environmental sciences programming for CPS students and community migrant resettlement supports for our newest neighbors.

HPNC's purposes and programs support our diverse, vibrant community while also respecting the anticipated needs of future generations, guided by the following values:

1. Our creative and responsible actions promote social and racial justice and care for the environment.
2. We prioritize **equity and inclusion** across all dimensions of our organization.
3. We demonstrate care through **quality** programming and commitment to **excellence**.

Program Focus Areas: Youth/family enrichment, sustainability, migrant support, community engagement

Development Focus Areas: Capital Campaign, Estate Planning, Major Gifts, Annual Fund, Sponsorship

With ambitious development goals and a new strategic direction, we aim to complete major facility renovations and restructure our programs and partnerships within the next 3 years. The Development Director will be a critical leader in our fundraising efforts to help us reach our goals.

Under the direct supervision of and in collaboration with the ED, the Development Director works with the board's Fundraising Committee to conceive, manage and coordinate the long-term and daily activities of the agency's development initiatives. The Development Director collaborates to generate goals and strategies for fundraising campaigns, and drives the achievement of these goals through stewardship of donor relationships and successful execution of fundraising plans. The Development Director plans, implements, tracks, and reports on progress of donor appeals to maximize prospect/donor engagement.

The Development Director will work as part of the leadership team and will engage contracted marketing and grant-writing professionals to bolster the agency's public profile and to meaningfully steward external stakeholders, contributing to the growth of the agency's mission.

## PERFORMANCE DIMENSIONS

### 1. Donor & Community Cultivation

- Cultivates individual and business donors and sponsors. Works with ED to identify and cultivate relationships with new donors and steward relationships with existing donors.
- Runs Capital Campaign with strategic guidance from an external consulting agency.
- Builds and grows major gifts and estate planning programs and manages board giving. Works with board on fundraising efforts, including letters, phone calls, gatherings, recognition and other efforts to grow individual contributions.
- Maintains current knowledge of development field and grows linkages to the professional development community. Maintains high standard of professional behavior in all development efforts. Represents the agency positively and professionally to the community in general, including the funding community. Maintains confidentiality of agency in development and other matters.
- Forges professional relationships with community members and encourages them to be involved in the agency and its development efforts. Works with senior staff and board committees on public relations efforts.

### 2. Planning, Implementation, Record-Keeping & Reporting

- Develops and manages the agency's *Annual Fundraising Plan* and *Capital Campaign Plan*. Works with ED and board committees to develop goals and plans to satisfy revenue needs of the agency and capital project, and to develop and monitor fundraising budget. Implements, tracks, monitors, and reports on progress of fundraising goals and outcomes, and recommends adjustments as needed.
- Produces bi-annual appeals, thank-you letters, and start-to-finish campaign tracking and reporting.
- Maintains agency mailing list and donor records, ensuring accuracy, updates, and proper tracking to identify current, lapsed, and potential donors and giving levels using Salesforce. Provides monthly Salesforce giving reports to accountant.
- Works with ED and Program Director to develop annual report and to update publicly-facing agency profiles on external platforms, such as Candid.
- Responds to inquiries from the ED and/or members of the Board of Directors regarding fundraising results and predictions.

### 3. Collaborative Leadership

- Convenes, prepares for and facilitates meetings of the board Fundraising Committee, Capital Campaign Committee, and Donor Events Ad Hoc Committees. Occasional attendance at full board meetings.
- Works productively and cooperatively with others. Involves other staff in the development of fundraising efforts for their programs and initiatives. Gains working knowledge and understanding of current and potential agency programs.
- Participates in leadership team and staff meetings, internal/external professional development trainings (per grants or otherwise), and conferences/workshops as requested.
- Performs other duties as assigned by ED.

### 4. Necessary Characteristics

- Dedication to ethics, confidentiality, and fundraising standards.
- Warm, courteous, professional, and impactful writer and conversationalist. Proactive communicator, active and attentive listener.



- Highly organized with meticulous attention to accuracy and detail. Ability to plan and adhere to schedules. Eye for operating efficiently and effectively.
- Creative problem-solver. Mental agility.
- Thrives in a high-volume work environment. Remains grounded and poised in fast-paced situations.
- Equal parts collaboration and independent drive.
- Combination of goal-orientation and relationship-orientation.
- Strong interest in diverse youth, environmental sustainability, migrant relief, and community programs.
- Familiarity and experience with the Hyde Park community and Chicago's South Side.
- Intrinsically motivated and passionately aligned with the mission and vision of HPNC.
- Ability to work occasional evenings and weekends.

## MANDATORY JOB QUALIFICATIONS

- Bachelor's Degree required.
- Minimum 5 years of experience in nonprofit fundraising with proven ability to handle development functions, including donor cultivation or equivalent experience.
- Superior interpersonal, writing and communication skills required. Impactful, expressive short-form writing (headlines, taglines, thank you notes, professional emails, short articles, short paragraphs).
- Proficiency with MS Office Suite required (Excel, Word, Publisher, PowerPoint, Outlook); familiarity with **Salesforce** and Mailchimp or similar required.
- Proven ability to work successfully with and build relationships across diverse populations.
- Dedication to Inclusion, Sustainability and Community.
- Capital Campaign experience and/or Spanish-speaking a plus!

## TO APPLY

Please send resume and cover letter to [employment@hpncclub.org](mailto:employment@hpncclub.org) with subject line "[your initials] Development Director Position."

Additional pre-employment requirements: Background check

