



# the honeycomb project

VOLUNTEERING RUNS IN THE FAMILY

## DEVELOPMENT MANAGER JOB DESCRIPTION

### ABOUT US

The Honeycomb Project is a leading nonprofit organization in Chicago dedicated to family volunteering. Like a honeycomb, we bring nonprofits, families and resources together to build stronger communities in Chicago. This year, thousands of volunteers will join Honeycomb to prepare meals at local shelters, build nature trails, clean city beaches, distribute food to Chicago's hungry, plant community gardens and more. Since Honeycomb's founding, 10,000 youth and families have participated in Honeycomb programs in neighborhoods throughout Chicago.

### POSITION OVERVIEW

The Honeycomb Project is seeking a dynamic and experienced FT Development Manager (40 hours per week) to help fuel the next stage of Honeycomb's growth. The Development Manager will be responsible for creating and administering The Honeycomb Project's 3-year development plan. This entails developing and implementing a growth strategy for the future, organizing outreach efforts, planning fundraising events and managing relationships with the organization's new and existing donors.

This individual reports to the Executive Director and will be responsible for working with the ED and Board of Directors to grow Honeycomb's development operations from a diversified set of funding streams including individuals, corporations, foundations and special events.

### RESPONSIBILITIES

#### **Create and execute strategic development plans.**

- Collaborate with the Executive Director and Board to create and execute a compelling annual and 3-year fundraising plan to increase revenue.
- Regularly assess progress towards goals and identify the key drivers of success and roadblocks.

#### **Cultivating, soliciting, and stewarding individual and corporate donors.**

- Research and qualify relevant individuals and corporations for support.
- Work with ED and Board to develop successful cultivation, solicitation and retention strategies.
- Assist the Event Committee in the planning and execution of Honeycomb fundraising events including the fall fundraiser, winter spelling bee and summer craft fair.

#### **Build-out and maintain the development infrastructure.**

- Oversee the transition to a CRM.
- Implement and maintain a donor tracking system.
- Oversee all development operations including maintaining a development calendar, ensuring deadlines are met and tracking and communicating progress against goals.



- Oversee correspondence, tax and thank you letter generation for donors.

#### **Other**

- Work with the Executive Director to develop marketing and fundraising materials such as annual reports, fundraising appeals, donor updates, social-media campaigns.
- Support the efforts of the Grant Writer and Executive Director to review, edit and submit proposals and reports.
- Manage cultivation and stewardship activities for foundation contacts.

#### DESIRED SKILLS AND COMPETENCIES

**Creativity.** Come up with new and innovative ideas to set Honeycomb apart and raise more funds.

**Business Acumen.** Understand the business as well as the competition. Knowledgeable in current industry practices, trends and information affecting nonprofit fundraising.

**Oral and Written Communications.** Communicate effectively at all levels both verbally and in writing. Ability to share Honeycomb's story in a compelling manner to achieve desired outcome.

**Planning.** Set measurable goals and objectives with timelines; measures performance against goals.

**Perseverance.** Pursues everything with energy and drive; especially in the face of setbacks.

**Committed** - Understanding and commitment to the mission, goals and values of The Honeycomb Project through all interactions.

#### **REQUIREMENTS**

- Full-time 40 hour per week position
- Compensation to commensurate with experience
- Bachelor's degree required
- Professional development experience working with foundations, corporations, special events and individual donors
- Proven ability to retain and upgrade gifts
- Knowledge of crowd-funding and peer-to-peer fundraising strategies
- Meticulous attention to detail, record keeping and organizational skills
- Proficiency in MS Word, Excel, and PowerPoint, donor management software

To apply, please send your resume with brief introduction telling us more about you and why you want to work with Honeycomb. Include "**Development Manager Position**" in the subject line in your email to Kristina Lowenstein at [jobs@thehoneycombproject.org](mailto:jobs@thehoneycombproject.org).

