POSITION: Director of Development and Communications
REPORTS TO: Executive Director
CLASSIFICATION: Full-time, Exempt
PAY RATE: Salary Range $50,000-$60,000, Full benefits and PTO

Purpose of the Role:

As Director of Development and Communications, you will play a critical role at Chicago Freedom School (CFS) by overseeing the development processes to increase funding revenue. This includes owning the creation, implementation, evaluation, and successful ongoing management of CFS's fundraising and communication strategies. You'll work closely with the Executive Director (ED), senior management team, and the Board Fundraising Committee to develop and manage strategies for identification, cultivation, solicitation, and stewardship of existing as well as prospective individual, foundation, and corporate donors. You will manage grant deliverables including; grant calendar and grant writing, and also support communications including quarterly newsletters, year-in-review, and outward-facing communications on social media platforms amplifying our trainings and programs.

Core Responsibilities:

- Monitor and coordinate accounting activities as appropriate, including gathering, entering and updating data to maintain departmental records and databases (i.e. tracking individual donations and organizational grants)
- Create and maintain organizational systems for efficient information management, including updating CFS's financial files
- Support the annual appeal process and manages donor acknowledgment program in which thank you letters are appropriately tracked, personalized, and mailed in a timely manner
- Prepare internal development and fundraising reports; participate in budget planning and management, as required
- Manage coordinated efforts with team members to send out a monthly newsletter, social media posts, and other communication efforts as see fit.
- Perform miscellaneous job-related duties as assigned (i.e. preparing materials for board/staff meetings, fully participate in vision and planning meetings)

Required Qualifications:

- Exceptional writing and communication skills
- Highly organized, thorough, and detail-oriented
- Ability to manage several projects at once
- Willingness to self-direct and rapidly adjust to changing project priorities
- Experience with web-based databases and financial management systems desirable
- Demonstrated management skills
- Demonstrated budgeting and finance skills
- Knowledge of current and emerging trends in fundraising
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint) and Google Suite Applications (Gmail, Hangouts, Drive, Calendar)
- Previous experience with a customer relationship management database (CRM)
- Knowledge of and familiarity with payment systems (Paypal, Square, Simplify Commerce) preferred

Working Environment:

This will be a hybrid position onsite at Chicago Freedom School, with the opportunity to work from home virtually (subject to change). Must be comfortable working in partnership with youth and in youth-centered office space.

Chicago Freedom School is an equal opportunity employer and is committed to creating a workplace free from discrimination. No one will be denied opportunities or benefits based on age, color, race, sex, national origin, religion, marital status, sexual orientation, gender identity, gender expression, political belief, or disability, either visible or invisible. People of all backgrounds, particularly people of color, and trans/gender-expansive individuals, are encouraged to apply.

Application Process:

To apply, please submit a cover letter and resume to operations@chicagofreedomschool.org with the subject line: Director of Development and Communications Application – [LAST NAME]

The application deadline is May 17, 2021, with an anticipated start date of June 15, 2021. Candidates will only be notified if they are moving forward with the application process. No phone calls please.