



Position Specification

CIVIC CONSULTING ALLIANCE

Development Director



POSITION SPECIFICATION – DEVELOPMENT DIRECTOR

CIVIC CONSULTING ALLIANCE

LOCATION CHICAGO, ILLINOIS

Civic Consulting Alliance's mission is to make Chicago a great region for everyone to live in and work. By leveraging the support of the Civic Committee of the Commercial Club of Chicago (collectively the major private employers in the region) with incomparable professional resources and committed leaders, CCA helps to address the region's most pressing problems and greatest opportunities.

At no cost to the taxpayer, CCA works with clients – the Mayor, County Board President, Police Superintendent, foundation presidents and other leaders – who commit to advancing significant reforms and are willing to collaborate on large-scale change. With these leaders, we stage a series of projects to create results addressing some of the most complex issues and opportunities. Together, we accomplish more than any one firm or sector can on its own.

Over the past decade, Civic Consulting Alliance and our partners have invested, collectively, more than \$140 million in the things that matter most in the Chicago region – things like better schools, safer streets, and more vibrant communities. In Fiscal Year 2017, 37 partner firms provided pro bono support to 54 cross-sector projects in four Platform areas: Education; Criminal Justice and Public Safety; Economic Vitality; and inclusive Civic Leadership.

CORE VALUES

The work of Civic Consulting Alliance is guided by five core values:

Collaboration

Civic Consulting Alliance convenes partners from the public, private and non-profit sectors to invest in solving the most challenging issues facing Chicago's region.

Impact

Using their cross-sector relationships, knowledge of public sector issues and private sector management skills, Civic Consulting Alliance drives practical solutions and measurable results that would not be possible without their involvement.

Leadership

Known to be curious, courageous and independent, Civic Consulting dares to take on the region's toughest problems and persevering until goals are met. Beyond the immediate project work, Civic Consulting Alliance staff and pro bono partners become leaders across the region, helping to shape our region for years to come.

Sound Judgment

Projects are selected carefully, ensuring resources are devoted to areas where they can make the greatest impact. Civic Consulting Alliance maintains a big picture perspective to help their clients stay focused on the most important issues, despite day to day pulls in different directions. They honor clients' confidentiality and hold themselves to the highest standards of integrity.

Excellence

Civic Consulting Alliance sets and achieves ambitious goals for their clients, partners, and themselves. They hire and partner with the most talented individuals and firms in pursuit of those goals to bring simplicity and clarity to solve complex, often long-standing problems.

STRUCTURE OF THE ORGANIZATION

Civic Consulting Alliance is overseen by a board that includes the senior leadership from Chicago's most prominent corporate, professional, and philanthropic organizations. Board members provide leadership and resources, including:

- Pro bono project teams and externs;
- Financial support;
- Access to expertise;
- Insight into the political climate that helps our work have the maximum possible impact.

A complete list of the Board of Civic Consulting Alliance can be found at:

<http://www.ccachicago.org/our-people/board>

The staff of Civic Consulting Alliance is led by a CEO (currently Brian Fabes, <http://www.ccachicago.org/people/brian-fabes>). Day-to-day decisions on which work to take on, which partners to recruit, and how to staff initiatives are determined by the Management Team, which consists of the CEO, Principals, and Associate Principals. Organizationally, Principals are responsible for long-term progress in specific platform areas (e.g., education, criminal justice, economic vitality) and Associate Principals are responsible for managing individual projects.



Supporting the Management Team is an administrative staff, associates, and analysts. The staff is augmented over the summer with fellows from the leading business and policy schools, and from time to time with interns from partner firms.

Core to the Civic Consulting Alliance model is collaboration with partner firms, who deploy talent from their organizations who work on CCA projects in the same way that they would for their “regular” clients (e.g. consulting firms contribute full teams that work full-time; law firms contribute attorneys who treat cases in the same way as they treat their regular case-load). Talent from the world’s top firms collaborate pro bono because it is the most effective way to work towards results such as higher graduation and employment rates, greater access to healthcare, reduced government costs, and less red tape for businesses. They understand their contributions will be put to high impact, high accountability efforts that are well defined and achievable, and any individual firm’s investment will be leveraged with investments from other firms, so that everyone achieves greater impact working together than alone.

Members include corporate giants, such as ITW, Allstate, and Exelon, leading consulting firms, such as A.T. Kearney, Accenture, Bain, Boston Consulting Group, and McKinsey, global law firms, including Mayer Brown, DLA Piper, and Kirkland, growth-stage companies such as Lantern Partners, public sector pillars such as Chicago Public Media / WBEZ and many more.

IMPACT

Civic Consulting Alliance approaches issues in phases so that talent is used effectively to produce a sequence of results that, over time, create major change. The results can be seen everywhere. For example:

Public Safety and Criminal Justice, where our vision is to make Chicago the safest big city in America. To achieve this, Civic Consulting Alliance:

- Provided strategy support for the Chicago Police Department (CPD) as it implements dozens of reform initiatives stemming from the Mayor’s Police Accountability Task Force and the U.S. Department of Justice. Our team also created a project management system to track progress on reform initiatives and assisted CPD’s rollout of its new Use of Force policies, which promote de-escalation tactics and improve safety for both community members and police.
- Worked with the new Cook County State’s Attorney, Kim Foxx, to support her transition into office and define her strategic priorities, which include cultivating trust through community relationships and transparency, as well as supporting rehabilitation programs.

- Staffed the Mayor's Police Accountability Task Force, which released a report with more than 100 recommendations for how the City of Chicago and its Police Department can improve community-police relations, increase the effectiveness of CPD's accountability system, and make the city safer for everyone – police and citizens.
- Continue to work with the Public Defender, State's Attorney, Sheriff, and other Criminal Justice Stakeholders, with the goal of reducing incarceration of those accused of non-violent crime who are in jail because they cannot afford cash bail. Since the start of our work with the Stakeholders, the jail population in Cook County fell by 25%, allowing those accused, but not convicted, of non-violent crime a chance to keep their jobs, stay in school, maintain contact with families, and access the services they need to be productive members of our communities.

Economic Vitality, where our vision is to grow an economy that works for everyone. To achieve this, Civic Consulting Alliance:

- Managed the Mayor's Working Families Task Force, charged with recommending policies that support the economic stability of working families in Chicago, and in particular children living in households with working parents. After the Task Force issued its report, the Chicago City Council adopted legislation consistent with its central recommendation, guaranteeing paid sick leave for the 461,000 Chicagoans who previously lacked access to it.
- Launched Industrial Growth Zones program for the City of Chicago and Cook County to spur regional economic growth and generate real, sustainable jobs in neighborhoods by removing hurdles for development.
- Published "Connecting Cook County," the County's first Long Range Transportation Plan in 70 years, which provides the County with strategic priorities to guide future policy decisions and investments in equitable transportation.
- Helped to stand up Black Chicago Tomorrow (BCT), a new initiative that aims to improve the vitality of Chicago's African American community. Under the leadership of Sam Scott, former CEO of Ingredion, BCT is making connections between community stakeholders, civic organizations, and corporate partners to address community-identified needs in Chicago's African American communities.

Education, where our vision is to make Chicago the most educated big city in the nation. To achieve this, Civic Consulting Alliance:

- Helped to envision, plan, launch, and implement Reinvention at the City Colleges of Chicago (CCC), the most extensive and successful transformation of a community college system in the nation.

- Developed a comprehensive, coordinated approach to prepare Chicagoans for STEM (Science, Technology, Engineering, and Mathematics) careers, where our team focused on strategy and implementation for five Early-College STEM schools.
- Created an operating model for Chicago Public School's (CPS) computer science division, CS4All, supporting its goal of providing a relevant and compelling computer science experience to every student in Chicago.
- Worked with Chicago Public Library (CPL) senior staff to create a performance management system that identifies and drives improvements for the Library's 10 million annual patrons, supporting CPL's goal to provide equal access to information, ideas and knowledge to all Chicagoans.

HISTORY OF CIVIC CONSULTING ALLIANCE

In September 1985, Mayor Harold Washington asked the Civic Committee of The Commercial Club of Chicago, comprised primarily of the chief executives from Chicago's largest corporations, to make a "hard-nosed, business-like evaluation with no punches pulled" of the City's long-term finances. Reports that New York City was failing to make payroll were echoing back home. In response, the Civic Committee and Chicago United established the Financial Planning Committee (FPC), bringing together more than 70 executives to study the budget, evaluate long-range financial prospects, and make recommendations for strengthening the financial condition of Chicago.

The FPC report was a success and the methods used then continue to characterize the model of the Civic Consulting Alliance today. First, the group developed a team structure that was both flexible enough to apply the expertise of volunteers from the private sector and strong enough to create a consistent working method. Second, the project was conducted "below the radar" for its first year. Finally, the work continued, beyond the initial report, to the point that real impact was achieved.

In 1987, the Financial Research and Advisory Committee (FRAC) was organized "to assist the Mayor and his staff in the implementation of recommendations contained in the Financial Planning Committee report and to assist in achieving other financial management improvements." There was now a formal mechanism for bringing private-sector resources to public issues on an ongoing basis.

The scope of the work eventually expanded beyond financial recommendations, and FRAC addressed some of the broader areas of governmental and municipal management that had concerned The Commercial Club nearly a century earlier. In 2005, FRAC became the Civic Consulting Alliance, a name that reflects both the wider range of issues Civic Consulting takes on today and their unique approach to working with partners across the civic landscape.

THE POSITION

TITLE DEVELOPMENT DIRECTOR

LOCATION CHICAGO, ILLINOIS

RESPONSIBILITIES

Reporting to the CEO, the Development Director will be responsible for leading CCA's comprehensive fundraising and donor management strategy. In collaboration with the CEO and Board, the Director will establish annual and long-term fundraising goals; work with CCA's Board members and senior staff on the execution of CCA's development strategy; manage day-to-day development operations; and serve as an external ambassador for CCA.

Development Strategy

- Develop annual revenue goals and plans to diversify and increase organizational budget through a comprehensive development strategy; track and report progress against development plan;
- Oversee ongoing communication, cultivation and stewardship of donor audiences;
- Support and mentor staff in CCA's development efforts;
- Serve as a member of the senior team, leading ongoing strategic planning and goal setting.

Foundations & Corporations

- Lead efforts to identify, secure and retain new foundation and corporate support, including conducting outreach and giving presentations to prospective funders about CCA's programs and impact;
- Coordinate, develop and track existing, proposed and potential grants;
- Oversee CCA's grants management, including the coordination, development and tracking of existing and proposed grant projects.

Individual and Major Donors

- Lead efforts in identifying and securing new individual donors at all levels;
- Maintain and strengthen relationships with current donors to increase gift size and retention through donor events, online and direct mail streams and informal communication;
- Support Board, CEO and senior staff in their efforts to build and strengthen donor and prospect relationships.



Board Relations

- Provide strategic direction and support for the Board's Development Committee;
- Work with all Board members to help them fulfill their development responsibilities;
- Prepare and deliver development reports, including plans, accomplishments and challenges, for quarterly Board meetings.

Management and Administration

- Oversee management and strengthening of development processes and systems, including recordkeeping, gift acknowledgments, renewals, mailings and calendar;
- Supervise and mentor staff who support development.

THE SUCCESSFUL CANDIDATE

EXPERIENCE At least 5-7 years of senior-level experience and demonstrated success in business development and fundraising

EDUCATION Bachelor's degree required; Master's preferred

REQUIRED COMPETENCIES

Civic Consulting Alliance is seeking an exceptional individual with the following competencies:

- Demonstrated success in identifying, making asks and securing new gifts and grants of six figures or more;
- Demonstrated success in conducting initial outreach to prospective donors, arranging for organizational leadership to meet with prospects and successfully preparing them for those meetings;
- Demonstrated experience in managing and implementing a successful, comprehensive fund development program and preparing an annual development work plan and calendar to achieve goals;
- Knowledge of local and national philanthropic landscape;
- Direct experience working with Civic Leaders, Corporate Leaders, and high-net-worth individuals;
- Experience with coordination and preparation of project budgets;
- Hands-on experience with donor software databases (Salesforce a plus);
- Ability to think creatively about how to effectively engage new donor audiences;



- Exceptional writing skills, strong oral communication, relationship building and people skills.

In addition, to be successful as a member of the team in this role, you will:

- Be a highly-organized self-starter;
- Thrive in an entrepreneurial environment, operating with high expectations and exceptional attention to detail;
- Have a proactive personality; no work is 'beneath' you and you are eager to serve others, rolling up your sleeves when necessary;
- Demonstrate mature judgment, with a high level of personal and professional integrity and trustworthiness;
- Have a sense of humor, even under stress;
- Be comfortable giving and receiving honest, constructive feedback, and applying feedback to drive improvement;
- Value relationships and accountability, empowering others to achieve superior results.

Compensation: Commensurate with experience. Excellent health benefits, 401K plan and group life insurance.

Start Date: Position currently available.

APPLICATION AND CONTACT

Application: Phone inquiries are not accepted. To apply, please email your cover letter and resume (including salary requirements) to consultantsearch@ccachicago.org. Please include "Development Director" in the subject line of your email.

MICHELE HALLETT

Special Assistant to the CEO

312-853-9165

search@ccachicago.org