



Development Director

Organizational Overview

Horizons for Youth is a community committed to helping students in kindergarten through post-secondary, recognize and achieve their full potential. Our mission is to transform children's lives by providing targeted resources, rooted in education, in a trusting partnership with their families and communities.

Job Summary

The Director of Development is responsible for identifying, cultivating, and soliciting gifts/grants and managing relationships related to these gifts to advance Horizons for Youth's mission. The role is responsible for overseeing all revenue generation for the organization. The Director of Development will work in partnership with the Executive Director to develop and execute major gifts and planned giving programs and cultivate sustainable relationships with corporations and foundations as well as develop a strategy to attract and cultivate donors at every level. The role reports to the Executive Director and oversees personnel in Database Management, Corporate and Foundation Relations, and Annual Giving.

The Director of Development role is responsible for delivering on four primary objectives:

1. Portfolio Management

- Maintain a fundraising portfolio of annual, major gift, corporation and foundation, and event donors that require high-touch, 1:1 personal engagement
- Identify, qualify, and cultivate new donor prospects
- Manage relationships with additional prospects, partnerships, and stakeholders as required
- Include organization leadership, staff, board, and program participants as necessary to maximize gift cultivation and solicitation
- Adhere to a mindset that values transformational relationships more than transactional results
- Represent Horizons with stakeholders, partners, and within the broader educational and philanthropic community

2. Development Strategy

- In collaboration with Executive Director, develop and oversee a comprehensive fundraising strategy for annual gifts, major gifts, student sponsorships, corporation and foundation grants, and event sponsorship and participation
- Manage and guide relationships and organizational messaging of On Cloud Nine and No Ordinary Evening events, leveraging Executive Director as appropriate for strategy and major donor relationships
- Gain and apply a deep understanding of how short and long term program goals will impact fundraising needs
- In collaboration with Executive Director and Development Team, create effective framework for reporting fundraising goals, activities, and results
- Work with Horizons' program team and participants to understand and incorporate program goals and outcomes into development materials in partnership with Database Manager, oversee the establishment and maintenance of appropriate data tracking for gift, constituent, and relationship information
- Oversee development budget and build knowledge of how organizational budget is impacted by fundraising progress
- Support the creation of key development collateral, such as community impact reports and other documents, as needed

3. Team Management

- Manage Development Team's annual performance evaluation and review process
- Coach Development Team in pursuit of annual performance and fundraising goals
- Ensure Development Team's understanding of partner goals as part of cultivation process
- Assist and oversee Development Team's portfolio management, maintaining focus on existing, lapsed, and new prospects
- Identify appropriate metrics to measure individual and collective performance
- Help Team members institutionalize donor relationships with the organization, prioritizing necessary interaction with staff, participants, and stakeholders
- Maintain awareness of Team member career objectives in order to incorporate relevant and motivational professional development goals

4. Organizational Leadership

- Serve on the organization's Leadership Team along with Directors of Finance/Operations, Program Services, and Partnership and Advocacy



- Represent Horizons at internal and external functions in a positive and productive manner, setting an example for staff and volunteers
- Help establish and maintain a positive, accountable, and empowering team culture
- Represent Development Team in relevant Governance activities, especially Development Committee and Board Meetings

Additional Responsibilities

- Flexibility to represent the organization on some nights and weekends
- Ability to commute for meetings within Chicago's metropolitan area
- Other duties as assigned

Qualifications

- Bachelor's degree required
- Minimum of 7-10 years of demonstrated success as a lead fundraiser, successfully cultivating and closing major gifts
- Comprehensive understanding of donor prospect moves management and established history of building long-term relationships
- Experience developing a portfolio of donors and successfully converting prospects to donors
- Experience planning and/or overseeing event management and execution
- Initiative and independence combined with the ability to work well as part of team
- High comfort level with direct donor interaction, including discussions of personal and family finances
- Metrics-driven mindset that informs strategy and work
- Excellent analytical skills, strong goal orientation and accountability
- Experience and proficiency using a donor database CRM system
- Well-developed communication skills, including excellent writing ability, comfort with public speaking, and listening
- Full dose of COVID vaccination

How to Apply

- Please fill out this form to indicate your interest and affirm basic qualifications:

[Horizons for Youth Development Director](#)