

<b>Job Title:</b>	Director of Development	<b>Job Category:</b>	Exempt
<b>Department/Group:</b>	Development and Marketing	<b>Reports To:</b>	Executive Director
<b>Location:</b>	3541 W. North Avenue, Chicago, IL	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$65,000-\$75,000	<b>Position Type:</b>	Full-Time

**Job Description**

Since 1982, LUCHA (Latin United Community Housing Association) has served thousands of moderate and low-income families with Affordable Housing Development, Emergency Housing Repair and Assistance, First-time Home Buyer Counseling, Foreclosure Prevention and Legal Assistance. LUCHA owns and operates what will soon be 200 units of affordable housing in the West Town, Humboldt Park and Logan Square Communities, and counsels 7,000 families annually in Chicago and the Midwest region. LUCHA also partners with residents, community organizers, financial institutions and government agencies to maintain its current \$22 million in real estate assets and to advocate for greater affordable housing options in the region.

**Position Purpose:** In support of its mission, LUCHA seeks the ideal team leader that will combine energy, data skills, philanthropic or grant-writing experience and passion for community development to creatively address the funding and branding needs of our growing and dynamic nonprofit organization. The Director of Development will lead the strategic fundraising agenda to achieve revenue goals through solicitation of individual and major gifts, corporate and foundation support, government grants and the development of special events.

Moreover, the Director of Development provides oversight of LUCHA’s marketing and communications efforts to promote awareness and further raise LUCHA’s profile in the community and in the region. The Director of Development will advance and coordinate the strategic and staffing plans for the department, and will report to the Executive Director while working closely with the Board of Directors Fundraising Committee and other members of the Executive Team. This role provides leadership and direction as it pertains to external stakeholders and the community, with duties to include the drafting press releases to the media as appropriate, and participating as part of the Executive team in strategic and annual planning activities of the organization.

**Role and Responsibilities**

**Development and Fundraising:**

1. Lead LUCHA’s fundraising operations in meeting annual fundraising goals as set with the Executive Director, Director of Finance and LUCHA Board of Directors.
2. Respond to relevant Requests for Proposals (RFPs), Notice of Funding Opportunities (NOFOs), Foundation inquiries, and other funder proposals.
3. Develop and execute ongoing strategy for qualifying targets and moving them to prospect status using research tools, small cultivation events and philanthropic and community networking.
4. Research foundations, corporations and government funding sources to determine guidelines and requirements for financial requests to support LUCHA’s programs and projects.
5. Maintain and update fundraising calendar and develop work plans to complete objectives.
6. Develop relationships with existing and potential funders; personally solicit donor portfolio,

including preparation of personalized materials when needed.

7. Complete proposal packets including narratives, budgets, organizational information, and other required documentation; collect and maintain key informational documents and data to be used for funding and reporting.
8. Prepare reports for foundation, corporation, and government funding sources to inform of progress and use of grants.
9. Track and report fundraising activities; making necessary adjustments to meet annual goals.

**Communications and Marketing:**

10. Develop strategies and communications plan for promoting LUCHA's mission and programs to the community and to key constituent groups.
11. Maintain and regularly update organization website with Development staff.
12. Develop and manage social media presence including activities on Twitter, Facebook and other venues.
13. Plan, execute, publish, and distribute LUCHA's Annual Report to all major stakeholders.
14. Build relationships with relevant media outlets and journalists for earned media mentions for LUCHA.
15. Develop quarterly gift acknowledgement letters and annual on-line/direct mail appeal.
16. Assist the ED and other LUCHA representatives in preparing for presentations to funders by creating customized pitch decks or other presentation materials, and providing relevant information in order to align organizational and funders priorities.

**Events Management:**

17. Manage event plan and act as primary project manager for fundraising events, including the annual gala and smaller donor cultivation events.
18. Engage with board members, leadership, volunteers, and staff to coordinate events.

**Development Team Management:**

19. Provide strong leadership, develop and set individual and team performance goals to manage/drive change.
20. Hire, manage, train and evaluate Development staff and volunteers. Find and implement ways to improve or increase the quality and production for the work directed.
21. Coordinate volunteers and board members in planning and implementing events and other fundraising activities.
22. Coordinate the execution of contracts including collecting and preparing all due diligence documents.
23. Provide the Finance and Administrative team with contracts and other grant requirements for the preparation of vouchers, prompt payment of funds and recording of grants.
24. Other duties as assigned by the Executive Director.

**Qualifications and Education Requirements**

1. Ideal candidate must have excellent interpersonal skills, be self-starter and self-motivated, superior writing skills, and be results- and mission-driven.
2. Must have a BA or BS, with Master's degree or other graduate degree preferred.
3. Must have at least seven (7) years fundraising experience with progressive responsibilities and track record.

4. Must have a minimum of three (3) years experience in a supervisory position of a nonprofit organization.
5. Familiarity with federal, state, and city RFP's and contracts highly preferred.
6. Knowledge of development and fundraising strategies and familiarity with Chicago philanthropic community preferred.
7. Knowledge of information systems, online proposal systems, and online reporting systems necessary.
8. Engage and become familiar with the LUCHA's departments in order to understand funding needs and long-term goals.
9. Applicant should see community residents as the main actors and decision-makers in the redevelopment of their community.

**Knowledge**

1. **Nonprofit and Grants Management:** Knowledge of 501(c)(3) principles, organizational grants management strategies, as well as general grant and regulatory requirements for nonprofit organizations. Previous experience.
2. **Department of Housing and Urban Development (HUD):** Knowledge of HUD programs, offices, resources, applications processes, and public and private partnerships. Previous experience & On the Job Training.
3. **Software systems:** Extensive knowledge of Client Relations Management software, grants calendaring and budgeting. Previous experience.
4. **Customer and Client Service:** Knowledge of principles and processes for providing customer and client (internal) services; including client assessment, meeting quality of standards for services, and evaluation of client satisfaction. Previous experience.
5. **English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Fluency and Previous experience.
6. **Spanish Language:** Knowledge of the structure and content of the Spanish language including the meaning and spelling of words, rules of composition, and grammar. Experience helpful, though not required.

**Skills**

7. **Writing:** Communicating effectively in writing as appropriate for the needs of the audience. Previous experience.
8. **Interpersonal:** Highly-developed interpersonal, oral and written communication skills; excellent presentation skills. Ability to communicate and actively listen at all levels with staff, Board of Directors and external relationships in a professional manner. Previous experience.
9. **Management:** Excellent management of relationships with staff, Board of Directors, Foundation and Corporate partners, government agencies, lending institutions and other LUCHA stakeholders. Experience leading people in a development department. Previous experience.
10. **Complex Problem Solving:** Identifying complex management and program issues and reviewing related information to develop and evaluate options and implement solutions. Previous experience.
11. **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Previous experience.
12. **Judgment and Decision Making:** Considering the relative costs and benefits of potential organizational actions to choose the most appropriate course of action in collaboration with the

Executive Director. Previous experience.

**13. Negotiation:** Bringing others together to try to reconcile differences, whether strategic or tactical, organizational or departmental. Previous experience.

**14. Time Management:** Managing one's own time and the time of others. Previous experience.

#### **Abilities**

**15. Ethics:** Genuine and deep-rooted ethical approach to all business, finance, interpersonal and mission-related matters. Previous experience.

**16. Task Management:** Ability to prioritize multiple and varied tasks within broad guidelines. Previous experience.

**17. Fluency of Ideas:** The ability to come up with a number of ideas about a topic, and the ability to inductively or deductively come about to solutions or resolutions. Previous experience.

**18. Mathematical Reasoning:** The ability to choose the right mathematical methods or formulas to solve a problem, particularly as it relates to grant matching requirements. Previous experience.

**19. Problem Sensitivity:** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. Previous experience.

**20. Written Comprehension and Expression:** The ability to read and understand information and idea presented in writing; and the ability to communicate information and ideas in writing so that others understand. Previous experience.

#### **Working Conditions**

1. Majority of work performed in a general office environment, with some field work required to assess LUCHA fundraising programs and activities.
2. Position requires availability for extended hours plus non-traditional hours to perform job duties.
3. Requires participation and attendance at conferences, meetings or organization-sponsored events and meetings across the city, region and country.

#### **Physical Activity**

1. Nature of work requires an ability to operate standard business office equipment.
2. This position regularly requires the incumbent to sit, stand, speak and operate a personal computer.
3. Occasional walking and lifting up to 25 pounds. Accommodations may be made for individuals with disabilities who otherwise meet the position qualifications and requirements.
4. Requires the ability to communicate and exchange information, collect, compile and prepare work document, set-up and maintain work files.
5. Local travel to meet with funders, corporate partners or government agencies will be required.
6. Occasional local travel to LUCHA facilities and satellite office(s) will be required.
7. Occasional day and overnight travel by air and/or automobile to conferences may be required.

Send resume, cover letter, and three references via email only, with the subject line "LUCHA Director of Development" to Maria Galarza, Administrative Manager, at [mgalarza@lucha.org](mailto:mgalarza@lucha.org).

LUCHA is 501(c) (3) nonprofit corporation and an equal opportunity employer. To learn more about LUCHA, please visit [www.lucha.org](http://www.lucha.org).

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