



## Job Description for Campaign Director

**Division:** Development  
**Reports to:** Chief Development Officer

**Department:** Major Gifts, Corporate/Foundation  
**Supervises:** Manager of Development Services,  
Manager of Individual Giving, Development  
Coordinator

**Classification:** Exempt

**Last Revised:** 11/20/2015

**After School Matters** is a nonprofit organization that offers Chicago public high school teens high quality, out-of-school-time opportunities to explore and develop their talents, while gaining critical skills for work, college, and beyond. Our hands-on, project-based arts, science, sports, technology, and communications programs are delivered at Chicago public high schools, at community locations throughout the city, and downtown at Gallery 37 Center for the Arts.

### Summary of Position:

Working directly with the Chief Development Officer, the Campaign Director will develop and implement a fundraising and donor strategy that effectively moves existing and prospective individual donors from identification to solicitation. This strategy is results oriented and aligns with the mission and vision of the organization. He or she will be capable of cultivating and managing relationships with high wealth donors that lead to increased and consistent diverse revenue for the organization.

The ideal candidate will have a full understanding of the trends impacting the fundraising industry. He or she will be a strategic thinker and able to leverage internal and external resources to maximize fiscal and relationship building outcomes. He or she will lead a team and drive the campaign strategy for the organization. This includes, but is not limited to, expanding individual giving program, developing a donor stewardship plan, managing campaign consultants, and overseeing development services.

In collaboration with the Chief Development Officer, he or she will provide critical support and staffing for the Board of Directors, the Development Committee, and the Advisory Board. The Campaign Director is a member of the Senior Leadership Team.

### Major Duties and Responsibilities:

- Serve as lead in planning and implementation of the Campaign for After School Matters, including but not limited to managing campaign consultants, managing campaign volunteer relationships and defining campaign goals and strategies to achieve desired outcomes.
- Oversee individual giving program to ensure annual fundraising goals are met;
- Secure major gift level contributions of \$10,000 or more in support of After School Matters;

- Develop annual fundraising strategy with defined metrics, budget, monitoring and reporting process to ensure sound fiscal expenditures and management to meet fundraising goals;
- Proactively identify, cultivate, and solicit individuals for operating and program support, volunteer programs, special projects, and event sponsorship including the annual Gala;
- Develop, plan and implement a comprehensive prospect strategy to achieve successful cultivation, engagement and solicitations, including but not limited to moving prospects from one giving level to the next;
- Ensure information related to fundraising strategies and activities, as well as other appropriate information related to donors/potential donors, are entered into Raiser's Edge database;
- Serve as lead for prospect management and tracking;
- Identify, create and implement cultivation/volunteer opportunities, site visits and tours, as needed, to increase involvement for current and prospective donors;
- Build relationships through email, phone, and face-to-face meetings;
- Working with the Program division, ensure that team identifies suitable program support alignment for current and potential donors;
- Oversee budget development and monitoring for any and all development activities within area of responsibility and produce internal and external reports regarding projected and achieved goals;
- Work with Finance Department to gather data related to program progress and stay aware of new developments to prepare timely, robust and accurate reports to funders;
- Oversee preparation of fundraising, proposal summary and other reports for the Chief Development Officer to provide to the executive staff, board members, and others, where appropriate;
- In consultation with the Chief Development Officer and Chief Executive Officer, assist in the planning and execution of board level meetings;
- In coordination with the Chief Development Officer, oversee and manage the outreach and support of Advisory Board members and develop and launch a Campaign Planning Committee acting as the primary support staff;
- Develop the necessary systems, processes, and tools to better communicate the role of fundraising across the organization and ensure an integrated fundraising strategy;
- Attend, as necessary or requested, senior level internal meetings to discuss and implement organizational strategy;
- Other duties as required.

Supervisory Responsibilities:

- Manager of Development Services
- Manager of Individual Giving
- Development Coordinator

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit for long periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to weather conditions.
- The noise level in the work environment is usually moderate.

Knowledge, Skills and Abilities:

- Experience cultivating and closing five and six figure major gifts, developing donor strategies and effectively cultivating and stewarding major donors.
- Ability to work with and communicate with a wide range of internal constituents including Board Members, senior management, program staff, finance, and volunteers.
- Outstanding written and verbal skills to persuasively convey the mission of After School Matters to diverse constituencies.
- Ability to function in a fast-paced, high volume, multifaceted, results-oriented work environment.
- Ability to analyze issues, identify priorities, manage projects, and make decisions expeditiously.
- Ability to lead a dynamic team for optimal results.
- Working knowledge of Raiser's Edge.

Qualifications:

- Bachelor's degree from an accredited college or university. Master's degree preferred.
- Demonstrated experience with fundraising and management of donor portfolios of five and six figure gifts.
- A proven track record of success in implementing a comprehensive fundraising strategy.
- 6 – 8 years of fundraising experience, including proposal writing, prospect development, project-management, and donor stewardship.
- Demonstrated success in a fast-paced environment where multi-tasking and priority-setting abilities are critical to success.
- 2 years of supervisory experience.
- Chicago residency required.

How to Apply:

Send a Cover Letter and Resume to [careers@afterschoolmatters.org](mailto:careers@afterschoolmatters.org)

EEO:

*After School Matters is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.*