



Director of Development, Job Description

Title: Director of Development

Full-Time Exempt

Organization Overview

Advance Illinois is a nonprofit policy and advocacy organization that works toward a healthy public education system that prepares students to achieve success in college, career, and civic life. We are committed to an aligned education system across the B-20 continuum that strives for equity, stresses college and career readiness and completion, and supports the whole child from the earliest years through adulthood. We believe every child should have access to high quality education and care, regardless of geography, income, or race.

Spanning the early childhood through higher education continuum, Advance Illinois analyzes research, data, and best practices; engages practitioners, families and partners; and develops and promotes policies designed to strengthen public education, higher education, and early childhood education and care in Illinois. We are seeking a passionate and committed individual with demonstrated fundraising and leadership skills who is able to thrive in a fast-paced, collaborative workplace to help shape and implement a dynamic development strategy.

Position Summary

Advance Illinois seeks an experienced Director of Development to grow and diversify the funding base we rely on to support our \$3.7M annual budget. The organization launched in 2008 and has been highly successful in building a loyal base of foundation and individual donors. The ideal candidate will be committed to strengthening public education and be adept at communicating Advance Illinois' mission, vision and strategies to a wide range of outside partners. In addition, they will be a strategic thinker, able to craft and execute campaigns, events, and outreach designed to introduce Advance Illinois to new partners.

The Development Director reports to the President and manages a Senior Grants Associate, along with interns and vendors. The Director works with other members of the Senior Leadership Team to inform and support broader organizational priorities, operations, and culture. We are looking for a proven leader and self-starter who is able to work independently, is comfortable working in a collaborative team environment, and able to partner not only with staff members but with a diverse network of outside partners and stakeholders.

Competencies & Attributes

- Passionate about advancing educational equity, with a commitment to collaborative change.
- A systems thinker, with the ability to identify key development opportunities, challenges, and strategies, with a track record of success in growing giving and diversifying funding streams.
- Demonstrated ability to manage and lead, including ability to identify process issues and solutions.
- Deep knowledge of the education development space, preferably with existing relationships among key funders at the state and national level.
- Excellent interpersonal skills, including the ability to build and manage meaningful relationships with individual and institutional donors, including foundations and corporate partners.
- Ability to design and oversee events as necessary.
- Unquestioned integrity combined with the ability to strategically assess opportunities in a shifting landscape.
- Excellent communication skills, including writing, speaking, and listening.
- Proficiency in Microsoft Office, Salesforce, and willingness to master additional software and systems as necessary.

Essential Functions

- Work with the President and the Board to shape and implement the organization's development strategy, including annual giving, major gifts, foundation grants, and events.

- Lead efforts to cultivate, solicit, and steward new and existing individual and institutional donors.
- In collaboration with the President and the Board, set and meet annual revenue and fundraising goals.
- Conduct and maintain prospect research on foundations and potential institutional donors.
- Support cross-team efforts to track and articulate organizational impact for funders.
- Collaborate closely with communications staff to develop compelling narratives for campaigns, briefings, and events.
- Engage productively with Board members to involve them appropriately in fundraising efforts.
- Work effectively with vendors, financial/accounting partners, and Advance Illinois staff to maintain clear and smooth reporting and planning.
- Effectively manage internal Development team members.
- Oversee compelling and timely grant submissions and reporting.
- Be a public ambassador of the organization, participating actively in relevant professional networks and organizations.
- Promote growth of others by sharing knowledge and experience.
- Serve as a member of the Senior Leadership Team, providing overall leadership to the organization, including presenting to the Board and working with Board members, assisting with annual planning, budgeting, and goal setting, and contributing to a collaborative team environment.
- Serve as a Salesforce administrator for Development, supporting CRM-related functions including database integrity and user management, along with designing and maintaining dashboards, reports, and workflows to support donor tracking and analytics.
- Perform other duties as required.

Education and Experience

- Bachelor's degree required; Master's degree preferred
- Minimum of 5 years' experience in a similar role is strongly preferred
- Supervisory experience preferred
- Experience with Salesforce or similar CRM preferred

Working Environment

Advance Illinois staff are expected to work from the office on Tuesdays and Thursdays, and a third day at their discretion, and are welcome to work remotely two days a week. The position is located in Chicago.

Compensation

The salary range is \$95,000 to \$130,000 per year depending on experience and qualifications. Additionally, employees have the opportunity to earn a bonus of 10% of annual salary for a total annual compensation of \$104,500 to \$143,000. Excellent benefits package includes: health/dental/vision insurance; short-term/long-term disability plans; Simple IRA with a company match plan; flexible spending account; holidays and vacation accrual; and ability to pay into a Health Savings Account.

To Apply

Complete [this survey](#) and submit a resume to development@advanceillinois.org. All submissions will be acknowledged. Applicants selected for an interview will be contacted. Please do not call Advance Illinois.

Equal Employment Opportunity Statement

Advance Illinois is an equal opportunity employer with a commitment to engaging the skills and leadership of people of color, low-income persons, LGBTQ persons, people with disabilities, and other people from diverse backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, political affiliation, mental or physical disability, age, marital status, family status, or veteran status. People from these and other historically marginalized backgrounds and communities are strongly encouraged to apply.