



Director of Development

Status: Full-Time
Benefits: Yes
Reports to: Executive Director

Introduction

Marwen educates and inspires young people. It provides year-round, out-of-school visual arts, college planning, and career development programs to students from nearly every neighborhood in Chicago. The tuition-free programs engage nearly 900 6th-12th graders annually.

The 8-studio facility is in River North at 833 North Orleans. Practicing artists design and lead courses in a wide range of disciplines, including painting, drawing, sculpture, ceramics, photography, animation, fashion design, and mixed media). Marwen is a highly collaborative organization in which all initiatives reflect the creativity of the organization. For more information, visit www.marwen.org.

Job Profile:

Marwen's Director of Development is a central part of our leadership team. Along with contributing to the overall organizational strategy, the Director of Development will create, support and implement strategic fundraising plans and manage the day-to-day fundraising operations. The role requires effective leadership skills and rich experiences designing and guiding fundraising programs, including individual and corporate giving, events, government and foundation grants, planned-giving, and earned revenue.

Core Responsibilities:

Marwen's Director of Development reports to the Executive Director, works in partnership with the organization's leadership team and manages the Development team.

Leadership: Drive revenue performance and best practices for the Development team as well as create an environment for results, learning, and growth. Be a thought partner with the Executive Director and the leadership team. Help create and sustain a culture of fundraising.

Planning: Work with development team, leadership team and the Board to create and execute near- and long-term fundraising strategies to sustain Marwen's fiscal and operational health.

Implementation: Execute strategic fundraising plans and activities. Guide and support staff and the Board in identifying and cultivating new funding sources; conceive effective fundraising tactics; collaborate with the education and communication departments; and manage all elements of the fundraising operation. Current efforts include annual gala and events; Annual Fund; major donor, individual, and corporate giving; and foundation and government support. Develop effective operational processes, systems and policies. Support the Executive Director in managing relationships with current, new and potential donors. Steward donors and funders through consistent, relevant and catalytic communications and materials.

New Revenue Development: Launch a planned-giving program and possibly new earned revenue options, events and other opportunities.

Board engagement: Assist Board leadership as appropriate with the recruitment, education and development of Board members. Work closely with Board committees to enable and facilitate their relationship building, fundraising and ambassadorship.

External Relations: Represent Marwen in the community, working with donors, funders, government agencies, corporations and others, across the arts, education and youth development fields. Interact closely with students and their families.

Qualifications:

The ideal candidate for Marwen is a strategic and creative thinker and visionary leader who believes in collaboration and developing peer leaders.

The Director of Development at Marwen should have:

- An entrepreneurial spirit and high degree of initiative
- Transparent approaches and communication styles
- Strong relationship building skills and the ability to work effectively with a variety of people with different backgrounds and experiences
- Flexibility and comfort working in an organization committed to change and growth

The ideal candidate's experience includes:

- Structured and built effective fundraising departments, including processes, policies, and systems
- Demonstrated success in major gift fundraising, with specific experience personally securing gifts
- Demonstrated understanding of ROI models and utilizing fundraising resources efficiently
- Demonstrated ability to work independently and collaboratively, coaching, managing and mentoring teams
- Demonstrated effective decision making and good judgement
- Engaging presence and confidence to represent Marwen in various environments
- Understanding of diversity, equity and inclusion (DEI) and a level of cultural competence to engage the multi-cultural and multi-racial communities in Chicago
- Demonstrated sincerity and respect in all interactions with youth and adults
- Skill with Raiser's Edge and other databases

Requirements:

- Minimum of 7 years of progressive leadership experience in fundraising and development
- Minimum of 5 years of experience effectively managing and developing staff and working closely with senior leadership, executive leadership, and board of trustees
- Excellent time management and problem-solving skills with strong ability to prioritize to ensure goals are efficiently met
- Strong track record of managing and monitoring budgets with financial acumen for projections
- Ability to use discretion with sensitive and highly confidential information
- Exceptional work ethic and track record of personal initiative
- Willingness and ability to travel occasionally, work evenings and some weekends

Marwen is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law.

Please send a resume and cover letter to dod@marwen.org. Deadline for submissions is August 31, 2019. No phone calls, please.