

Arise Chicago Development Director Job Posting



[Arise Chicago](#), a leading workers' rights organization, seeks a creative, motivated, full-time Development Director to lead and expand fundraising strategies to support and grow our organization to increase our ability to fight for workplace justice across Chicagoland.

Arise Chicago trains, organizes, and develops the leadership of low-wage, primarily immigrant workers and religious allies to improve working conditions and advance working family policies. Begun by the faith community in 1991, Arise Chicago brings low-wage immigrant workers, faith leaders and congregations, union leadership and rank-and-file members, elected officials, academics, legal advisors, and community leaders together to create economic justice and social change.

Position Description

Full time development position to lead and grow fundraising efforts.
Reports to Executive Director.

Responsibilities:

80% of responsibilities will focus on grant/fund development and management, including:

- Direct organization's comprehensive fundraising plan
- Lead writing and submission of all application-based fundraising efforts
- Maintain organizational grants calendar, and track all funder information in database
- Prepare for and lead foundation site visits, including preparing worker-members to participate in site visits
- Deepen current, and develop new funder relationships
- Facilitate quarterly meetings with directors to carry out fundraising plan
- Direct individual giving program, including End of Year Appeal
- Create annual report of accomplishments to send to funders, with Communications Director
- Coordinate annual fundraising event, "Faith-Labor-Action Breakfast" that draws 500+ allies and stakeholders with Executive Director

20% of responsibilities include:

- Oversee financial planning and budgeting
- Attend and lead financial reporting at quarterly board meetings
- Review financial activity, including cash flow and annual audit with Accounts Manager
- Support organizational work and mission, including at rallies, press conferences, etc.

Required Qualifications:

- Excellent writing skills
- Excellent interpersonal communication skills
- Bilingual ability in written and spoken English and Spanish
- Demonstrated ability to set and achieve multiple goals under deadlines
- Commitment to social justice values including race, gender, and economic justice

Preferred Qualifications:

- Experience in fundraising or philanthropy
- Experience in researching and gaining new foundation and funding sources
- Experience in event planning
- Experience interacting with foundation program officers
- Experience interacting with immigrant community and religious community
- Experience in and/or understanding of community grassroots organizing

Skills:

- Excellent interpersonal communication and persuasive communication skills
- Ability to work both independently with a minimum of supervision and effectively in a team environment, including delegating tasks
- Fully bilingual in Spanish and English
- Computer proficiency, including MS Word, Excel, PowerPoint, google drive, basic social media, and fundraising database
- Experience with Nation Builder database, a plus

Compensation commensurate with experience. Excellent benefits. Unique, collaborative and supportive work environment, with talented and dedicated team.

Arise Chicago is an equal opportunity employer. In order to best reflect our membership, immigrants, people of color, and women are especially encouraged to apply.

To apply, send resume and cover letter to: info@arisechicago.org

Please include “Development Director Application” in the subject line.

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