



# CFE Position Description: Development Manager

Full time, exempt position reporting to executive director

4/3/17

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## About the Chicago Foundation for Education (CFE)

CFE has been engaging community support for teachers, students and high quality public schools in Chicago for more than three decades. The organization was founded by a group of concerned area residents led by Joyce Rumsfeld in 1985. Its work was initially focused on character education, partnering with the school district to implement a character education curriculum in several elementary schools. After a favorable evaluation of the program's effectiveness, the district took over responsibility and CFE's activities expanded organically into other initiatives.

Today, CFE pursues its vision of high quality public education for every child in our community by providing grants, professional development and leadership opportunities for teachers. Research consistently points to teachers as the most important school-based factor in student achievement. CFE's grant based programs and workshops provide opportunities for innovation, collaboration and leadership driven by teacher-identified needs. Chicago public school teachers report that involvement in CFE programs increases their confidence, renews their commitment and has a positive impact on both their teaching practice and student achievement. More than 700 teachers serving 52,035 students in 319 schools participated in at least one CFE program during the 2015-2016 school year. These efforts have directly impacted over one million Chicago public school students to date.

## Key Responsibilities

The development manager will partner with the executive director, Board development committee and Associate Committee to strengthen and build upon CFE's existing base of philanthropic support.

- Fundraising
  - Coordinate spring/fall annual appeals and follow ups to acquire, retain and upgrade donors.
  - Increase participation in CFE's fledgling Gold Star Supporters monthly giving program.
  - Recruit and provide staff support for CFE's Associate Committee.
  - Develop donor stewardship program to complement existing communications.
  - Draft letters of inquiry, proposals, final reports and updates for corporations and foundations.
- Special Events
  - Identify and solicit potential sponsors for Associate Committee (2+) and program-related events.
  - Develop and implement retention and acquisition plans to follow up events.
- Data Processing and Management
  - Participate in gift processing and acknowledgement as needed to maintain separation of duties.
  - Manage online giving process, collaborating with communication coordinator on web site updates.
  - Maintain fundraising-related records in Salesforce database as required.
  - Design Salesforce reports for pipeline management, fundraising campaigns, and donor data analysis.
- Other duties as assigned

## Qualifications

- Bachelor's degree plus 3-5 years of nonprofit fundraising or equivalent experience. Experience focused on relationship development and/or in an education-related setting a plus.
- Strong networking, communication and organizational skills.
- Proficiency with Microsoft Office suite and Salesforce (preferred) or similar CRM database.
- Willingness to take initiative and seek out new opportunities in support of CFE's mission.
- Availability to work occasional evenings and weekends.

## Compensation

- \$40,000-50,000 based on experience and skills
- Paid time off and holidays
- Medical, dental, vision and life insurance
- Professional development opportunities

*CFE is an equal opportunity organization that does not discriminate on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or source of income.*