



# GROWING HOME

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## DIRECTOR OF DEVELOPMENT

### JOB DESCRIPTION

Growing Home, Chicago's leading organic farming social enterprise focused on empowering people and communities, is seeking a Director of Development (DoD) to lead its \$1.7 million fundraising efforts in collaboration with our Executive Director, a highly committed Board of Directors, and a strong development team.

Reporting to and in partnership with the Executive Director (ED) the Director of Development will oversee all fundraising activities and initiatives for Growing Home, including grants management, individual giving, events management, and corporate sponsorship.

The DoD will focus on strengthening Growing Home's major gifts program in preparation for its upcoming capital campaign.

The DoD will work closely with the Director of Operations (DO) and with all department directors to coordinate marketing and communications.

Growing Home, Inc. is a Chicago-based nonprofit with a mission to operate, promote, and demonstrate the use of organic agriculture as a vehicle for job training, employment, and community development. The administrative office at 2732 N. Clark Street is responsible for the fundraising and management of the Employment Training, Urban Farming, and Outreach departments.

### RESPONSIBILITIES

#### **Fundraising Planning and Implementation**

The DoD is responsible for preparing and implementing an annual fundraising plan that will clearly spell out how the organization will meet its philanthropic fundraising goals. This goal for 2018 is approximately \$1.7 million.

The DoD will manage the development team of 3 people, and be responsible for overseeing:

- **Grants:** The DoD will manage and build Growing Home's portfolio of family foundation, corporate, and government grants.

2732 N. Clark, Suite 310, Chicago, IL 60614 773.549.1336

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- **Individual Giving and Major Donor Program:** The DoD will play a critical role in building Growing Home's major donor program, while continuing to improve upon our current individual giving strategies that culminate in a year-end mailed campaign.
- **Events Management:** Growing Home has an Annual Benefit, which raised more than \$262,500 in 2017. The DoD is responsible for overseeing the smooth operations of this crucial event and a few other small events throughout the year.
- **Communications and Marketing:** Growing Home's development department leads most external communications for the organization, including social media, the website, e-newsletters, print materials, and press outreach.
- **Board Management:** The DoD will work closely with the Board of Directors to engage them in fundraising, and will supervise the Development Associate in leading the Associate Board.

### **Strategic Planning**

- The DoD will participate in strategic plan assessment and revision at all levels; providing insight into funder and donor needs and expectations; and collaborating on any needed fundraising planning.
- The DoD will work closely with ED and DO to develop plans for long-term financial sustainability.

### **Capital Campaign**

Growing Home is in the process of planning for a capital campaign in order to develop its newest farm and training facility, adjacent to its current farms. The goal for this campaign will be approximately \$5 million in private philanthropic support. This campaign is likely to launch in the second half of 2018. The Director of Development will be one of the key leaders of this campaign, where they will be expected to:

- Work closely with the ED to engage donors and cultivate gifts.
- Work closely with the capital campaign committee.
- Develop materials for the capital campaign.

### **Other duties as assigned by Executive Director**

## **SKILLS AND QUALIFICATIONS**

- Bachelor's degree required, and at least 5 years progressive experience in development
- Proven track record of fundraising for an organization with +\$1mil budget
- Proven success in bringing in new and increased sources of funding
- Outstanding written and verbal skills
- Experience in managing a team
- Knowledge of and curiosity of trends and best practices in resource development

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- Experience in or understanding of workforce development, urban agriculture, food access, or Englewood community development is preferred
- A strong commitment to service

## **COMPENSATION**

\$65,000 Annual Gross Salary

Benefits: Full Medical and Dental Insurance, 20 days paid annual vacation days, option to enroll in 401K plan

## **TO APPLY**

Submit a cover letter, resume, and writing sample of 1-3 pages to Harry Rhodes, Executive Director, at [jobs@growinghomeinc.org](mailto:jobs@growinghomeinc.org). The subject line should read "Director of Development" and all three components should be attached as a single pdf titled, "[first initial, last name]DoD.pdf" example: "HRhodesDoD.pdf". Mailed, hand-delivered, or messengered applications, and incomplete applications will not be considered. No calls please.

Applications will be accepted until Monday, October 23, 2017.

All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, current employment status, or prior record of arrest or conviction.

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