



**Title:** Development Manager

**Reports to:** Chief Development Officer

**EMBARC BACKGROUND:**

Embarc's mission is to cultivate postsecondary success by inspiring students to build their social capital, stretch the boundaries of their neighborhood, alter their worldview, and seize opportunities in school and life. Embarc is regarded as one of the most exciting nonprofits in Chicago that specializes in combining a robust curriculum with immersive, hands-on learning experiences that connect students to multiple sectors of the Chicago community to drive academic skills and close the opportunity gap.

Since its inception in 2010, Embarc has served nearly 8,000 students who have achieved an average 95% graduation rate and 90% overall postsecondary success. Embarc has grown from serving 25 students in 2010 to nearly 4,000 students in the 2021-2022 school year in 20 high schools across Chicago Public Schools (CPS).

**POSITION OVERVIEW:**

The Development Manager is a member of our five-person Development Team, which centers its work on raising funds in support of our mission and programming. The Development Manager is focused on growing a portfolio of donors (comprised of foundation, board, corporation, and individual supporters), as well as stewarding existing partnerships from our donor community. Responsible for designing materials and engagement opportunities, including events, that support Embarc's overall annual revenue growth targets to \$10M.

**KEY RESPONSIBILITIES:**

- Manage and grow a portfolio of annual fund donors (Foundation, Corporate, Individual)
- Identify, qualify, and cultivate connections with prospective supporters whose grant-making priorities are aligned with our areas of focus.
- Engage in all aspects of the proposal-writing process, including conducting research and analysis and developing letters of intent, proposal applications, and reports.
- Project-Manage highly complex applications that require cross-team collaborations.
- Provide targeted and engaging funder stewardship that is donor centered.
- Support the activity of Embarc's Auxiliary Board.
- Support organizational leaders as needed in their major gift solicitations.
- Represent Embarc at external industry, community-based, and networking events.
- Lead and support the planning and execution of donor cultivation, stewardship, and fundraising events.
- Complete other duties as assigned, as part of a collaborative team.

### **SKILLS, EXPERIENCES, AND COMPETENCIES:**

- 3+ years of successful nonprofit fundraising or related field
- Excellent writing skills, be comfortable communicating professionally with diverse audiences, and have strong presentation skills.
- Attention to detail and the ability to operate with considerable independence to effectively establish priorities and meet deadlines
- Superior judgment; strong initiative and problem solving skills
- Handle challenges and change with composure
- Advanced ability to use Microsoft Office, virtual meeting tools, and donor management systems
- Demonstrated success with setting and achieving goals, multi-tasking and balancing competing project demands, adapting to changing dynamics, and meeting deadlines.

### **TO APPLY**

Interested candidates must submit a cover letter and resume AS A SINGLE \*.PDF to [struax@embarcchicago.org](mailto:struax@embarcchicago.org) to be considered. Only candidates being moved forward for consideration should expect a personal reply from Embarc.

*Embarc is an equal opportunity employer. Embarc evaluates applicants for employment on the basis of qualifications, merit, and work-related criteria without regard to race, color, religion, sex, national or ethnic origin, age, sexual orientation, mental or physical disability, pregnancy, childbirth, medical condition, marital or familial status, family responsibilities, veteran status, personal appearance, political affiliation, matriculation, or any other characteristic protected by law. All applicants will receive consideration for employment regardless of such status.*

*Please note all offers of employment are subject to and contingent upon the successful completion of a background check.*

### **VACCINATION POLICY**

Embarc requires all employees be fully vaccinated for Covid-19 by the official start date of employment.