



Title: Senior Director of Development

Reports to: Chief Development Officer

EMBARC BACKGROUND

Embarc's mission is to create a more just and equitable educational experience and cultivate post-secondary 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 2023-2024 school year in 18 high schools across Chicago Public Schools (CPS).

POSITION OVERVIEW

Embarc is building its development team to cultivate a pipeline of philanthropic support to scale its impact significantly. This is an opportunity to be part of a dynamic organization with a proven track record of successful mission growth. The Senior Director of Development focuses on donor acquisition, donor cultivation, and major gifts while overseeing a high-functioning team for special events, foundation relations and giving, and organizational communications. This position is responsible for cultivating, soliciting, and stewarding a portfolio of major donors and prospects.

They will be the primary staff liaison to the Executive Board of Directors and, in partnership with Embarc's Executive Leadership Team, will set board strategy and work closely with individual board members and committees. The Senior Director of Development will oversee Embarc's signature annual fundraising event with support from a seasoned contractual event planner and the development team.

The ideal candidate must be passionate about fundraising and Embarc's mission and vision. In addition to being self-motivated, driven, organized, and results-oriented, the ideal candidate is charismatic, visible, operates with integrity, and enjoys building strategic relationships with others, both inside the organization and with external constituents. They are comfortable working for an organization that is going through rapid growth, change, and innovation to scale impact.

This position is a full-time role.

KEY RESPONSIBILITIES

I. Fundraising/Relationship Management (65%)

- Manage a portfolio of 50-75 prospects and donors with the capacity to make \$25,000+ annual gifts and \$100,000+ multi-year commitments by creating donor-centric cultivation, solicitation, and stewardship strategies to set and meet annual dollar and retention goals.
- Develop comprehensive and customized solicitation and engagement strategies to identify, research, qualify, and solicit new major gifts (\$25,000+) and upgrade and sustain current annual fund donors who are in the major gifts pipeline in partnership with the CDO.
- Lead the planning and implementation of Embarc's signature annual fundraising event along with one to two small annual cultivation and stewardship events to achieve fundraising goals and engage major gift donors and prospects.

II. Management, Board, and Other Fundraising Activities (35%)

- Manage two FTEs: Communications Manager and Institutional Relations Manager
- Actively engage leadership to leverage their resources and circle of influence
- Play a role in improving overall systems to support the growth and productivity of the development team.
- Participate in the hands-on team approach to shaping and executing donor cultivation, engagement, and stewardship opportunities. This includes helping with donor events, receptions, meetings, individualized mailings, etc.
- Serve as the primary staff liaison to the Executive Board of Directors, monitor the progress of Executive Board committees, and assist committee members with assignments.

SKILLS, EXPERIENCE, COMPETENCIES

- A minimum of 8 years of experience in a frontline fundraising role with success in securing gifts at the major or principal gifts level.
- Management experience.
- Experience working with boards, high-profile volunteers, and high-level business sponsors.
- Accountable with an attention to detail and organizational skills.
- Able to overcome obstacles, work independently, stay goal-oriented, meet deadlines, and be flexible.
- Ability to think strategically and creatively about how Embarc identifies, cultivates, and stewards its donors.
- Comfort with placing donor calls, able to secure face-to-face meetings with donor prospects, excellent verbal and written communication skills.
- Understanding of fundraising industry standards with regard to donor solicitation, confidentiality, gift crediting, stewardship, and financial principles that shape the work of fundraising professionals.
- Hands-on proficiency with donor database systems and impact data, and ability to prepare donor reports, documents, spreadsheets, and presentations.
- Intimate knowledge of the Chicago philanthropic community preferred.
- Collaborative approach to working with teams.

TO APPLY

Interested candidates should submit a resume and cover letter as a single PDF to Stephanie Truax at struax@embarcchicago.org to be considered. Only candidates who are being moved forward to 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.

APPLICATION PROCESS

When applying for employment at Embarc, candidates should expect to participate the following process:

- Phone interview - 30 minutes
- Work sample or collaborative activity with Embarc team members
- In person interview - 60 minutes
- Reference check

We reserve the right to add to this process at our discretion, depending on the position and the number of applicants.