



**Title:** Chief Development Officer

**Reports to:** Executive Director and Chief Executive Officer

**Functional Responsibilities:**

**EMBARC BACKGROUND:**

Embarc's mission is to cultivate post-secondary success by inspiring students to build their social capital, stretch the boundaries of their neighborhood, alter their world view, 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 SEL 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 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 2022-2023 school year in 18 high schools across Chicago Public Schools (CPS).

**POSITION OVERVIEW:**

Embarc is seeking a strategic and dynamic leader to serve as Chief Development Officer. Embarc's next Chief Development Officer will lead and evolve our development and partnership strategy and infrastructure, and will serve as an external face of Embarc. The CDO will be responsible for meeting ambitious fundraising goals of a \$5M budget and aspirations for a multi-year \$30M campaign. They will serve as a strategic thought partner as the organization navigates a critical stage of growth and will be responsible for the comprehensive planning, implementation, management, and oversight of all fundraising efforts for the organization.

Embarc's next Chief Development Officer is an inspirational leader who is energized by working in an entrepreneurial environment, possesses an exceptionally high level of personal responsibility, is skilled in creating strategy, managing back end processes, engaging with funders, and is driven by building and managing a highly functioning team.

**KEY RESPONSIBILITIES:**

**I. Strategy**

- Establishes the vision for Embarc's Development Team and creates clear and actionable workstreams to realize that vision
- Builds, implements, and oversees the strategy and actionable work plan for Embarc's raised revenue strategy
- Establishes the vision and direction for marketing and communications strategy for Embarc and oversees the implementation of progress toward marketing and communications goals
- Collaborates with the Executive Leadership Team to inform Embarc's organization-wide foundation, narrative, and reach strategies
- Creates the strategy for and oversees the implementation of a compelling and engaging marketing and communication efforts that support and propels Embarc's strategic plan
- Set ambitious annual development goals which tap a diversified set of funding sources to achieve

near and long term revenue targets.

- Regularly assess progress towards near and long term plans and identify the key drivers of success or identify roadblocks

## **II. Fundraising**

- Secures revenue from a diversified set of funding streams (e.g. foundations, individuals, corporations, or public funding) to meet or exceed the proposed budget for the current fiscal year
- Creates sustainable work plans to secure multi-year funding streams to meet or exceed the proposed budget needs for future fiscal years
- Develops, maintains, and oversees the donor and fundraising strategy for the Development Team
- Effectively communicates the fundraising strategy to the Executive Leadership Team and provides ongoing updates on status of fundraising efforts
- Builds and maintains effective development infrastructure so that the operations of the team are healthy and high functioning
- Manages and maintains the stewardship of Embarc's principal donors

## **III. Executive Board Oversight**

- In collaboration with the Senior Director of Development, ensures effective stewardship, communication and engagement of the Executive Board

## **IV. Team Management and Development**

- Ensures that the Development Team is continuously learning and improvising as a department
- Provides the Development Team with opportunities for professional development internally and externally to support the development and growth of the entire team
- Develops, implements, and oversees a clear direction for each area of the Development Team
- Supports the Development Team through exemplary leadership qualities

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

- Bachelor's degree required
- A minimum of eight years of nonprofit development experience; working with diverse corporate, foundation, and individual donors strongly required
- Experience working in a mission-driven and/or entrepreneurial organization
- Proven ability to retain and upgrade gifts
- Possess a deep understanding of and desire to learn about sophisticated and innovative fundraising best practices; thinks "outside of the box" in order to achieve outcomes with partners.
- Willingness to learn additional development and organizational best practices and styles from colleagues of differing backgrounds.
- Strong storytelling abilities with excellent communication skills who is able to articulate Embarc's work in a compelling manner to a multitude of stakeholders
- An extremely high level of personal responsibility with exceptional goal orientation and a proven track record of success in executing projects to meet and exceed ambitious goals
- Strong critical thinking and analytical skills with an ability to develop and understand high level strategic objectives as well as the tactical details critical to achieving these objectives
- Meticulous attention to detail, record keeping, and organizational skills with an ability to manage multiple tasks
- Proficiency in Google Suite and Microsoft Office; experience driving effective database and customer relationship management solutions.

**TO APPLY**

Interested candidates must submit a cover letter and resume AS A SINGLE \*.PDF to [careers@embarcchicago.org](mailto:careers@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.*