



Title: Donor Relations Manager

Reports to: Sr. Director of Development

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 17 high schools across Chicago Public Schools (CPS).

POSITION OVERVIEW

Embarc is looking for a dynamic individual to join its team. The Donor Relations Manager serves as a key part of the development team focusing on identifying, cultivating and stewarding institutional donors. The manager will also be responsible for creating and implementing pieces of a donor-centered communication work plan. Working closely with Sr. Director of Development and the development team, the Manager will oversee a grant portfolio of donors capable of making significant investments in Embarc's mission. As a front line fundraiser, the manager will cultivate and steward Foundations, Government Agencies, Corporate Foundations, and Family Foundations through the grant cycle. The manager is responsible for proposal development and reconciliation across a portfolio of existing and emerging funders. This position works collaboratively with all Embarc staff including program teams and leadership ensuring Embarc's mission and primary work is communicated effectively and inspirationally to donors and prospects.

KEY RESPONSIBILITIES

I. Frontline Fundraising and Donor Relations

- In partnership with Sr. Director, develop cultivation strategy for new and existing Institutional prospects including Foundations, Government Agencies, Corporate Foundations, and Family Foundations.
- Acts as frontline fundraiser for the Development team facilitating prospects through the full donor cycle.
- Proactively researches and identifies potential new institutional donors and co-leads engagement strategy sessions.
- Creates meaningful opportunities for partners to connect with our work, young people, schools, admins, etc. Opportunities might include: 1:1 meetings, school site visits, conversations with school admin and teachers, conferences, etc.
- Manages all activities related to grant proposals and awards. Collaborates with Embarc staff to gather information related to RFPs and proposals seeing full process through from proposal draft through to final reporting and reconciliation.
- Maintains an up-to-date grants calendar, ensuring that all deadlines are noted and met.

II. Donor Centered Communication

- Partners with Sr. Director and Marketing and Communications Manager on donor centered communication including stewardship messaging, newsletters and annual impact report.
- Works with Embarc staff to keep donor facing materials up to date including content library for proposals, data points and reconciliation reports.

III. Team Support and Culture

- Demonstrates field expertise team-wide by studying trends in philanthropy and Institutional Giving spaces.
- Models behaviors of action and reflection supporting a collaborative team culture.
- Sets an example of cooperation and teamwork while demonstrating keen problem solving skills and discernment in decision making, leading to positive solutions for the development team and organization.
- Works cross functionally to prepare Embarc team members, volunteers and key stakeholders for cultivation meetings, site visits and public facing events. Supports strategy meetings with the CEO, Executive Director, Chief Development Officer, and Sr. Director of Development.
- Other duties as needed

SKILLS, EXPERIENCES, COMPETENCIES

- Three to five years experience required, preferably in a fundraising or membership environment.

- Desire to build a career in development and strong passion for Embarc's mission and vision a priority.
- Established experience writing and reconciling grants for funders of various size and scope.
- Must be well organized, detail oriented, able to prioritize, and possess strong analytical skills.
- Ability to gather, record, and analyze data.
- Ability to foster effective working relationships within a team environment.
- Strong interpersonal skills, as well as demonstrated proficiency in writing and verbal communication skills.
- Outstanding customer service skills and experience to manage up to staff and high-level volunteers.
- Highly flexible, comfortable managing up, strong work ethic.

TO APPLY

Interested candidates should submit a resume and cover letter as a single.pdf to Courtney Shupryt at cshupryt@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:

- Virtual interview - 30 minutes
- Work sample or collaborative activity with Embarc team members
- In person panel 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.

