



Forward Momentum Chicago

Dancing toward the future

JOB ANNOUNCEMENT FORWARD MOMENTUM CHICAGO DEVELOPMENT MANAGER

Job Title: Development Manager
Supervised by: Director of Development
Classification: Exempt, Fulltime, Salaried
Date: March 2024

ORGANIZATION SUMMARY:

Founded in 2013, Forward Momentum Chicago (FMC) is a leader in dance education and provides programs and cultural opportunities for youth predominantly in the south and west side communities. Our mission is to inspire possibilities through dance education programs that strengthen schools and communities with limited arts access. FMC is driven by strong partnerships with Chicago Public Schools and the Chicago Park District and brings a variety of dance styles and cultural awareness to approximately 5,000 diverse youth in grades K-12 each year. Our four core programs – In/After School Residencies, Free Saturday Classes, Summer Dance Camp, and After School Matters – are tailored to support every child.

At the heart of FMC's work is a commitment to diversifying the field of dance by creating equitable opportunities for any child – regardless of race, abilities, or financial standing – to have access to high-quality dance instruction and the ability learn and pursue the arts. Through dance, students gain the confidence to try new things and are inspired to achieve goals and dreams they may not have thought possible for themselves or their communities.

FMC is a 501(c)3 not-for-profit organization with a budget of approximately \$1.6 million through earned and contributed revenue. For more information, please visit forwardmomentumchicago.org.

POSITION SUMMARY:

FMC is expanding its development department and is seeking an experienced fundraiser to join the team. The Development Manager (DM) is responsible for supporting the entire development plan and strategy: individual fundraising, major gifts, institutional fundraising, special events, and maintaining the fundraising database and ensuring accurate donor records. The DM will also oversee Forward Momentum Chicago's new Auxiliary Board. In addition, The DM is an important member of the development/communications team of three and thinks creatively to develop new and innovative ways to engage donors beyond the donation.

RESPONSIBILITIES:

Special Events

- Participate in the planning for the *Relevé Soirée* event and several other annual fundraising events
- Coordinate event logistics, guest management and lists, mailing and emailing invitations, working with catering, etc.
- Produce timelines, financial reports, and evaluation data for events
- Assist with in-kind donation
- Maintain all record-keeping and data base management for event invitees and attendees

Individual Giving and Stewardship

- Manage the operational systems required to manage donor cultivation, target prospects, track contributions
- Develop and manage a plan for the stewardship and annual solicitation of the Auxiliary Board. Working alongside the Director of Development, evaluate, recommend, and implement strategies

for increasing engagement.

- Manage processes for appeals and electronic fundraising campaigns. Produce contact/ mailing lists. Ensure adherence to timelines
- Conduct prospect research on donors and prospects for the Director of Development, Executive Director, and Board members. Create donor profiles
- Assist with donor and prospect communications as planned for the year by the development & communications staff. May include assistance with e-newsletters, annual report, e-blasts, social media posts, press releases, etc. when needed. Write content, edit, and proof documents when needed
- Provide content about funders, donors, special events, and development initiatives for the Communications Coordinator to post on the website.

Administrative Support

- Serve as the “Power User” of the NeonCRM database. Process gifts and manage all gift information, track giving activity, ensure all database information is current and correct, and pull giving reports. Compile fundraising reports and dash boards. Identify opportunities for analysis and evaluations
- Produce timely gift acknowledgements
- Revise database and gift process procedures when needed. Ensure staff follow best practices
- Provide administrative support to the Development Committee
- Solicit in-kind donations

Executive Support

- Provide administrative support to the Executive Director and Board members
- Provide administrative support to the Board of Directors. Manage logistics for Board meetings, schedule and take RSVPs, record, and prepare minutes at all meetings, maintain Board contact lists
- Gather, prepare, and circulate materials as they relate to board meetings
- Provide this support to any special board ad-hoc committees

Other

- Protect organization's value by keeping information confidential
- Perform other duties as assigned and agreed upon with supervisor.

SKILLS:

- Demonstrated interest in the philanthropic sector
- Minimum five (3) years of experience in nonprofits necessary, previous work in an arts organization and in fundraising preferred
- Previous experience managing a CRM database and special event coordination highly desired
- Web literate and proficient use of Microsoft Office, strong Excel skills, Gmail, Google Drive, Google Docs and Social Media.
- Ability to organize and manage multiple projects/tasks simultaneously
- Proven ability to meet deadlines
- Strong communication skills (verbal, written, oral)

QUALITIES:

- Interest and knowledge in dance, art, education, or related field
- Ability to work as a team member, developing effective relationships with Board members, donors, staff, volunteers, and the public
- Commitment to professional ethics and discretion with confidential personal and financial information
- Able to keep deadlines
- Ability to make confident independent decisions

- Web literate and proficient use of Microsoft Office, Gmail, Google Drive, Google Docs and Social Media. Graphic design and video editing skills including InDesign a plus.

WORK ENVIRONMENT:

- This position operates primarily remotely with 2 in office days required; additional office hours on an as-needed basis.
- This role routinely uses standard office equipment such as computers (laptops), photocopiers, scanners, filing cabinets, and common office supplies
- This position requires a reliable cell phone.
- While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to stand, walk, and use hands to operate office equipment. This position may require long periods of sitting
- The employee will occasionally lift objects up to 50 pounds, with assistance if needed
- This is a full-time position. Evening and weekend work is regularly expected when the schedule is determined by shifting needs of the organization
- Some travel to off-site locations in the Chicago metro area is required.
- Forward Momentum Chicago is a smoke- and drug-free in all administrative and program sites
- Required to provide documentation of U.S. citizenship or eligibility to work in the U.S.

Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

COMPENSATION:

- Salary is in the \$52,000-\$58,000 range, commensurate with experience
- Forward Momentum Chicago offers a comparable benefits package that includes PTO, paid holidays, health/vision/dental insurance, and the opportunity to contribute to a 403b plan.

TO APPLY:

- Submit cover letter, resume, how you learned of the position, and salary range requirement to: christina@forwardmomentumchicago.org
- Please write your name (Last, First) in the subject line of your e-mail along with Development Manager Application
- Incomplete applications will not be accepted
- No phone calls please. Applications will be reviewed on a rolling basis until position is filled