



YOUNG CHICAGO AUTHORS

1180 N. Milwaukee Avenue, Ste. 2 Chicago, IL 60642

773.486.4331 www.youngchicagoauthors.org

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Position Title: Director of Institutional Giving

Reports to: Executive Director

Full Time

Deadline to apply, January 21, 2021

Start Date: ASAP

Organization Summary

Through creative writing, Young Chicago Authors helps young people from all backgrounds to understand the importance of their own stories and those of others, so that they can pursue the path they choose and work to make their communities more just and equitable.

YCA does this work through a variety of arts education programs in and out of schools, which expose young people to Hip-hop realist portraiture and shows them how to create their own authentic narratives. The capstone of YCA's programming each year is the Louder Than A Bomb Chicago Youth Poetry Festival, bringing together hundreds of youth poets from across the Chicago area.

The Director of Institutional Giving oversees an aggressive development program to raise the philanthropic revenues needed to support the mission of YCA.

This exciting opportunity calls for a dynamic, creative and effective fundraiser who has strong organizational and communication skills, significant grant acquisition experience, an ability to identify and cultivate new funders and a passion for education and the arts. The Director of Institutional Giving will be part of the organization's management team and will play an integral role in the future direction of YCA at a pivotal and transformative time.

Through creative writing, [Young Chicago Authors](http://www.youngchicagoauthors.org) helps young people from all backgrounds to understand the importance of their own stories and those of others, so that they can pursue the path they choose and work to make their communities more just and equitable.

POSITION SUMMARY

Reporting to the Executive Director, the Director of Institutional Giving is a senior level, multi-faceted position responsible for institutional fundraising activities including private foundations, community foundations, corporations and government agencies. The Director of Institutional Giving also leads evaluation processes in collaboration with programming and education staff. The Director of Institutional Giving attends board meetings and has some Board liaison duties. This position also assists in the coordination of fundraising events and campaigns.

Working in conjunction with other directors and managers in the organization, the Director of Institutional Giving will develop a cohesive funder communications plan and seek out opportunities to promote the mission of YCA. The Director of Institutional Giving will also partner with the Executive Director to develop and present appropriate reports and budgets.

The Director of Institutional Giving is vital to the financial health of Young Chicago Authors. This role is responsible for over 65% of the organization's annual income of \$1.1 – \$1.5 million.

Responsibilities:

- Steward and cultivate new relationships with institutional funders (private and community foundations, corporations, government agencies, and granting non-profit organizations) to the end of raising over \$800,000 annually
- Create well-written, compelling proposals and reports for grant applications and reporting requirements
- Communicate regularly with funders and prospective funders through formal and informal means, including meetings, site visits, phone calls, emails, and newsletters
- Work closely with programming staff to have up-to-date knowledge of program execution and outcomes
- Acknowledge contributions expediently with high levels of service and appreciation
- Maintain current, accurate records related to grants
- Oversee the creation of the organization's annual report
- Lead the organization's evaluation planning and data collection efforts
- Participate in overall organizational development planning with other members of development team

The ideal candidate will have

- Three or more years of institutional fundraising or related experience
- Passion for raising money for an outstanding non-profit organization
- A track record of inspiring a culture of philanthropy within and outside of the organization
- Excellent writing and oral communication skills focused on storytelling
- Demonstrated interest in proactive communications with funders
- Ability to work within deadlines
- Understanding of youth development and/or arts education
- Strong metrics-driven analytical skills
- Experience working with budgets and financial reports
- Familiarity with donor and participant databases, specifically Donor Perfect and Apricot
- Solid management and leadership skills

Please submit a cover letter and resume to employment@youngchicagoauthors.org

Deadline to apply January 21, 2021

Young Chicago Authors is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply.

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