Facing Forward to End Homelessness (Facing Forward) offers home, help, and hope to Chicago’s homeless. Facing Forward was an early adopter of the **Housing First model**, which provides permanent supportive housing to chronically homeless individuals, families, and veterans. Under this model, we first ensure that clients have a safe stable home and then we empower them as they lead a forward-facing life. By providing **permanent housing and a full array of services**, including case management and referrals for healthcare, substance abuse treatment, mental health issues, education, and job training, we give Chicago’s homeless individuals and families the tools they need to reclaim their lives.

Working on the cutting edge of homeless prevention, Facing Forward is guided by unique models of care in addition to Housing First, including: Harm Reduction, which prioritizes a safe place to live while clients work on their individual goals; Trauma-Informed Care that creates a focus on healing as clients regain control and forge their path to recovery; Strength-Based Practice that recognizes clients as experts in their own lives; and Two-Generation Model, which is designed to end cycles of homelessness.  

For more information about Facing Forward please visit: [www.ffchicago.org](http://www.ffchicago.org).

Facing Forward, as a **rapidly growing nonprofit with an entrepreneurial drive**, is embarking on a search for a Director of Development to become the new leader of its fundraising team. The outgoing director, who is relocating to the East Coast, has done an outstanding job, offering a soft landing to the incoming leader. Looking ahead, we plan to focus resources on increasing results from **individuals/families and corporations** while building on Facing Forward’s record of success with board fundraising, foundations, and events. Within a positive context in which to search – including our recent history of exponential growth, a strong reputation, and a quantifiable unmet need for programs – Facing Forward hopes to welcome its new Director of Development early this fall, if not before.
DIRECTOR OF DEVELOPMENT

The Director of Development provides oversight of all aspects of development activities and ensures that development and communications strategies align with the organization’s strategic plan to support the growth and long-term financial sustainability of the organization. As a member of the senior leadership management team, the Director offers insights and expertise regarding critical decisions about long-term planning and growth, especially in connection to how philanthropy can positively influence the financial health of the organization.

The development team, comprised of three professional employees (including the director) and one full-time Americorps VISTA, works closely with the Executive Director, the Board of Directors, the Associate Board, and the Director of Programs to identify, develop, and steward relationships and fundraising activities with individuals, corporations, foundations, and faith-based funders to implement and evaluate successful development strategies. These strategies will secure $1.1 million in philanthropy as part of a $6.5 million overall FY22 budget.

On a path to raise $1.5 million in philanthropic revenue annually by FY24, the Director of Development will need to know how to scale the fundraising program, lead and manage the team, leverage the activities of the Executive Director and Board members, and drive his/her/their own revenue results. Working in a highly collaborative environment, the Director also will oversee the marketing and communications activities for the organization.

Over the past five years, 85 percent of our clients have changed their lives and ended their cycle of homelessness. They have pride in their homes. They receive health care that improves their quality of life. They earn high school degrees and excel in college programs. And their children thrive. There is more need than capacity in Chicago, so our work continues to be relevant, compelling, and urgent.
SPECIFIC RESPONSIBILITIES INCLUDE:

1. Management (20% of the time)

   a. Provide strategic support for the Development Committee by setting agendas that align with organizational priorities, leading effective meetings, and offering timely and supportive staffing.

   b. Develop, oversee, and execute diverse fundraising strategies, including mail appeals, individual giving, and grant programs, as well as work with the Executive Director to develop and significantly grow the individual and corporate giving programs. Develop an actionable annual plan with clear, quarterly goals in a way that will guide and support the efforts of the development team. Track progress towards quantifiable goals and make mid-course adjustments as necessary.

   c. Develop long-term growth strategies giving particular attention to underdeveloped areas that have significant potential.

   d. Participate in strategic planning. Work with senior staff and the board to translate the vision and strategic plan into achievable steps. Participate in the preparation, management, and evaluation of performance against the strategic plan. Actively promote the mission, vision, and values statements.

   e. Monitor the financial health of the organization. Establish and monitor annual income budget and goals and the development department expense budget. Prepare financial analysis needed for fundraising and evaluation. Communicate regularly to Board and staff the status of fundraising projects.

   f. Keep abreast of programmatic needs and new program developments communicating regularly with program department.

   g. Hire, train, mentor and supervise assigned staff; review and approve leave; facilitate formal, annual evaluation. Provide professional development opportunities and guidance to each team member to strengthen their skill sets and job satisfaction; meet regularly with the team to identify priorities, discuss strategies, and review ongoing projects.
h. Stay abreast of major trends or changes in philanthropy and position Facing Forward to respond to such trends.

2. Individual/Family and Corporate Philanthropy – (50%)

   a. Working as a team with the Executive Director, serve as lead solicitor and steward of individual, faith-based, and corporate donors.

   b. Create a working relationship with the Executive Director and Board members to actively train and support them to be effective fundraisers.

   c. Oversee a proactive moves management system for monitoring the prospecting, stewarding, soliciting, and reporting of major individual donors. Prepare and schedule Executive Director and Board members for cultivation and solicitations.

   d. Manage a successful annual individual giving program by identifying, cultivating, soliciting, and stewarding individual donors. Evaluate, recommend, and implement multiple strategies for increasing income from these donors. Develop fundraising appeals and oversee logistics for the success of those appeals, continually evaluating those appeals for improvement and effectiveness. Stay abreast of appeal trends.

   e. Manage a successful faith-based and corporate giving program by identifying, cultivating, soliciting, and stewarding funders. Evaluate, recommend, and implement multiple strategies for increasing income from these funders and prepare and schedule Executive Director and Board members for cultivation and solicitations.

   f. Manage a portfolio of individual donors, faith-based and corporate funders, and prospects.

3. Marketing and Communications – (10%)

   a. Serve as an articulate, passionate, and visible spokesperson for Facing Forward and as a prominent fundraising face throughout the organization, among stakeholders, and in the Chicago community.

   b. Ensure that Facing Forward's messaging to donors, funders, and prospects is consistent across all channels; ensure that Facing Forward's case for support conveys the overall brand and mission and elevates the organization's profile.
c. Supervise the development of a communications and marketing work plan, including work with consultants. Monitor and evaluate it.

d. Supervise the production of development and communications-related publications and social media presence. Serve as the final authority in approving all donor materials and publications.

4. Special Events – (10%)

a. Work as part of the development team to develop innovative ways to expand net proceeds and increase effectiveness of the annual benefit.

b. Support Communications and Events Manager in developing events strategy.

5. Foundation Grants – (5%)

a. Communicate with funders, review proposals, and attend site visits as requested by the Grants Manager, as appropriate.

6. Administration – (5%)

a. Lead development team meetings, actively participate in other staff and board meetings.

b. Ensure that the donor database is maintained and that acknowledgements are sent in a timely way.

c. Ensure that development and accounting records are reconciled.

DIVERSITY, EQUITY, AND INCLUSION

Facing Forward is committed to empowering all individuals to envision a brighter future. We are always striving to ensure our approach is reflective of the unique paths which have led people to Facing Forward. We are committed to fostering a diverse, equitable, and inclusive environment where each member of Facing Forward is empowered to be themselves, share ideas, and contribute to the mission and vision of the organization. We believe that we are stronger together. We want to serve as a foundation, and work in partnership with clients, staff, vendors, and community partners. In unity, we can work to prevent and end homelessness for our clients; to partner and guide them on their journey toward stability, health, and self-sufficiency.
CANDIDATE QUALIFICATIONS

Our Director of Development will be a proficient fundraiser with a minimum 5 years’ fundraising and communications experience. The experience, skills and attributes of sought-after candidates include:

• Proven ability to raise a minimum of $2 million annually from a diverse base of donors and funders.

• Experienced in a multifaceted individual giving program (annual, mid-level, major and planned gifts would be ideal).

• Experience with, and preference for, growing a small development department.

• Previous experience supporting a Board of Directors as fundraisers and working with volunteers.

• Works independently with a team orientation.

• Excellent research, writing and editing skills.

• Excellent managerial skills, working cross-departmentally and building a sense of team.

• High level of professionalism.

• Outstanding verbal communication, public speaking, and interpersonal skills.

• Experience with nonprofit marketing and communications a plus.

• Passion for the mission.

“We are a small staff that’s passionate and good at what we do. Being able to provide input and receive support at work are integral to our close-knit team and organizational culture. Our new, aspirational fundraising leader will be entering into an ambitious environment that’s focused on internal growth to achieve external success.

An individual who is knowledgeable about his/her/their craft, open to others’ ideas, a strategic thinker and planner, proactive, innovative, action oriented, highly personable and energetic might describe our ideal candidate profile.”

Rev. Doug Bradshaw
Executive Director
**TO APPLY**

To participate in our confidential search process, please send your application, including your resume and cover letter, to our recruiting partner Margie DeVine at facingforward.devine@gmail.com. Cover letters should be responsive to Facing Forward's mission and the responsibilities and qualifications as stated in the position guide. Further inquiries or questions? Call Margie: 773-892-2993.

Facing Forward offers a competitive salary (the midpoint for the range is $79,000) and a comprehensive benefits package to include medical, dental, and vision, life insurance, and long-term disability insurance. We also offer professional development opportunities, an employer-matched retirement plan, 10 paid vacation days, 12 paid sick days, 3 paid personal days and 11 paid holidays.

Facing Forward is an Equal Opportunity Employer. Applicants may request any reasonable accommodation that may be necessary to participate in the application process. 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.

The Facing Forward offices are located at 642 N. Kedzie, Chicago, IL 60612. We are working a hybrid schedule, both remote and in office as needed.

Margaret DeVine, President
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DeVine Consulting
Fundraising Counsel | Executive Search