



Gold  
Transparency  
2022

Candid.

1723 W. Devon Ave, PO Box #60085, Chicago, IL 60660

## **Chief Development Officer**

Overview: FORA is hiring a Chief Development Officer responsible for planning, coordinating, and assuring the implementation of strategies to develop funding from individual donors, foundations, and corporations, in support of FORA's mission of refugee empowerment. The CDO will also be responsible for managing FORA's communications strategy through responsibilities such as developing our online presence, designing and publishing fundraising and promotional materials, and seeking and coordinating opportunities to widen awareness of FORA's work.

### **FUNDRAISING**

- Processing all new donations, including uploading donation information into database, and acknowledging donation robustly through thank you call, letter, and tax receipt
- Researching potential sponsors, building honest relationships with such potential sponsors, meeting often with them, thanking them often and regularly seeking their input and to understand their motivations and joys, and ensuring follow up with all sponsors so they understand the impact that they are having.
- Making great face-to-face or Zoom presentations to such sponsors.
- Creating marketing and promotional activities.
- Coordinating fundraising events.
- Maintaining records of sponsors and potential sponsors.
- Planning and organizing campaigns that will lead to donations and volunteers.
- Setting a tone throughout the organization that funders are not only our supporters but are our teammates and must be valued as such.
- Ensuring that all staff and volunteers understand how to use and in fact do use essential tools that will help the office make new connections, such as LinkedIn.
- Embracing the fact that this effort will include numerous meetings with possible sponsors outside of normal work hours.
- Supervising numerous interns.
- Oversees FORA's corporate partnerships
- Oversees the administration of the donor database, including regular, accurate data entry
- Maintains accurate mailing lists
- Reports regularly on fundraising metrics to the Managing Director and the Board of Directors
- Provides support to the Board of Directors to engage them in their key role in fundraising and all fund development activities
- Coordinates FORA's Advisory council

## **GRANT WRITING**

- Works with Managing Director to identify foundation funding opportunities
- Prepares effective grant proposals and ensures submission policies and guidelines are performed within necessary timelines
- Develops compelling and timely progress and final grant reports
- Develops LOIs, program overviews, and other messaging, as needed
- Coordinates site visits, including identifying program staff and participants to speak to the foundation about the services and their impacts

## **COMMUNICATIONS & GRAPHIC DESIGN**

- Collaborating with management to develop and implement an effective communications strategy based on our target audience.
- Writing, editing, designing, and distributing content of high-quality print and electronic collateral, including brochures, flyers, billboards, banners, publications, press releases, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.
- Maintains, designs, and writes content for the FORA website
- Responding to media inquiries, arranging interviews, and acting as a spokesperson for the organization.
- Establishing and maintaining effective relationships with journalists, and maintaining a media database.
- Seeking opportunities to enhance the reputation of the brand, and coordinating publicity events as required.
- Ensuring proficiency in design and publishing software.
- Supervising numerous interns.
- Creates, collects, and maintains a library of photographs, videos, and written success stories that reflect the spirit of clients, volunteers, and staff
- Utilizes MailChimp to keep donors, volunteers, and community members updated on FORA's activities
- Oversees the use of external resources (e.g. professional photographers, printers, video producers, among others) to further support and extend the capacity of resources of the department
- Initiating and coordinating outreach and promotion.
- Remaining current and capable with social media and new media platforms as they develop.
- Developing skills with video production and digital editing technologies and equipment.
- Maintaining a close working relationship with representatives of community organizations, government agencies, and schools in Chicago, Cook County, and beyond.
- Listening and communicating effectively in welcoming a diversity of opinions, needs, and cultures.

## **REQUIRED QUALIFICATIONS**

- High school degree or equivalent.
- Fluency in English
- Total commitment to reversing the denial of basic rights to refugee youth

- A “people-person,” using joy and strong interpersonal skills to champion FORA, encouraging donors and grantors to invest in what we do
- Exceptional written and verbal communication skills
- Organization and high attention to detail and commitment to accuracy and confidentiality, especially when handling donor information
- Working efficiently with detail under time constraints
- Ability to effectively prioritize and work independently and as a team member
- Willingness to assume responsibility and follow-through
- Once the job is offered, successful completion of a state and federal background check.
- Resilience and determination to get the job done, because the job is key to our success.

### **PREFERRED QUALIFICATIONS**

- Experience in nonprofit fundraising
- Experience with data entry and donor databases
- Experience in event planning/execution
- Experience in graphic and website design
- Experience in grant writing
- Experience with communications and web design tools such as Canva, Mailchimp, and Wix, as well as social media platforms such as Instagram, Facebook, Twitter, and LinkedIn
- Good handwriting/penmanship.

### **BENEFITS**

- \$37,288 to \$54,500, commensurate with experience
- Health insurance offered with partial coverage paid by FORA
- Paid Time Off
  - 7 vacation days with advance notice and supervisor approval
  - All federal holidays as listed by the US Office of Personnel Management
  - 8 total-FORA closure days as selected by management each year
  - 1 hour of paid sick time for every 40 hours worked, plus 5 extra sick days with proof of a positive COVID test

If full time, this would be a management position (you would, at the very least, be overseeing various interns) with no overtime paid.

We are open to considering part-time employees and to reduce parts of the job description, but if the person is part-time instead of full-time, the wages would be \$15.50 an hour with none of the benefits listed above except for the mandatory Chicago and Illinois sick leave requirements and local, state and federal overtime requirements.

**TIMELINE FOR HIRING:**

We will be making a final decision no earlier than August 1st, but after that will make employment decisions for job openings on a rolling basis.

**APPLICATION PROCESS & REQUIREMENTS:**

We require a resume and a cover letter submitted to [hiring@refugeefora.org](mailto: hiring@refugeefora.org) . The cover letter should emphasize how the candidate meets the required qualifications and any preferred qualifications, listed above, and why the candidate wants to work at FORA. If you do not submit a detailed cover letter, we might not even consider your application.

FORA encourages individuals from all backgrounds to apply. We value patience, kindness, wellness, intercultural connection, a passion for learning, and a determined resilience. The successful candidate will be at ease modeling these values for the students, parents, and volunteers with whom we work.