

The George M. Pullman Educational Foundation supports the dreams and aspirations of outstanding graduating high school students with merit-based, need-based scholarships and continuing educational support, as they pursue their bachelor's degree at the college or university of their choice.

Endowed by the estate of railroad magnate George Pullman, the George M. Pullman Educational Foundation has been keeping the American Dream of education on track for Chicago-area students since 1950. As one of the oldest scholarship foundations, the George M. Pullman Educational Foundation has provided access to higher education by awarding more than 14,000 scholarships to Chicago-area students.

Director of Development

The Foundation seeks to substantially increase the amount of scholarship support available for students in the future by growing its fundraising revenue to support a cohort of 200 scholars annually by its 75th anniversary in 2025.

The Director of Development will be responsible for the planning, execution, and oversight of all the Foundation's fundraising efforts. The DoD will have an entrepreneurial spirit, the expertise to reinvigorate the Foundation's fledgling development program, and the management skills to build a development office and design and direct a fundraising strategy to meet the Foundation's long-term strategic goals. The successful DoD candidate will be an experienced fundraising professional, capable of building new relationships on behalf of the Foundation, strengthening existing relationships, and working closely with the Executive Director, the Board fundraising committee, and scholar alumni to expand the Foundation's base of support. Additionally, the DoD should be comfortable hiring and mentoring a development/communications team to execute an outreach strategy that supports the Foundation's fundraising goals.

The Director of Development reports to the Executive Director and will work in partnership with her and the Foundation Board's fundraising committee to support the Foundation's mission and goals.

Responsibilities

- Plan, execute, and oversee all Foundation fundraising activities including fundraising campaigns, planned and major gifts initiatives, events, and other strategies to achieve the Foundation's fundraising goals
- Set strategy and manage a fundraising plan that includes cultivation, solicitation, and stewardship of alumni and other constituents to increase overall support, expand alumni participation, and deepen stewardship efforts to ensure donor retention
- Execute an annual development plan forecasting goals against prospects—both renewable sources of income and new prospects for future growth
- Network with high-level prospects through visits, events, correspondence, and regular calls
- Support the ED in growing and developing the Board of Directors and proposed advisory boards
- Prepare the ED, the Board, and others for cultivation events and direct solicitations; accompanying them when needed
- Manage a portfolio of major donors and prospects (primarily alumni) and successfully execute cultivation and solicitation strategies
- Create and execute alumni events and volunteer opportunities
- Hire and manage staff as needed to accomplish the Foundation's strategic fundraising goals

Knowledge, Skills, and Abilities

- Proven ability lead and manage staff and volunteers
- Proven ability to secure solicitation visits and manage a portfolio of donor prospects
- Strong communication skills

- Ability to work well collaboratively
- Flexibility to travel to meet with prospective and current donors
- Up-to-date knowledge of best practices and legal requirements of prospect research and data management

Education, Experience, and/or Training Requirements

- Bachelor's degree is required along with a demonstrated commitment to professional development within the fields of fundraising and communications
- A minimum of seven to ten years in the fields of fundraising or communications with experience doing direct solicitations, managing volunteers, and supporting the work of an executive director in fundraising and/or alumni engagement capacity
- Experience with donor databases, prospect management, and research

The Director of Development is an important member of a small, hardworking staff dedicated to the mission of the Foundation—enthusiastic and committed to helping students fulfill their dreams of earning a college degree. The Foundation offers excellent benefits to employees based on their role and tenure with the organization. Benefits include medical insurance and supplemental policies, a 403b retirement plan, paid holidays, paid time off, and professional development opportunities. Salary is commensurate with experience and demonstrated skills.

<https://www.surveygizmo.com/s3/5131948/Job-Application> to apply.