

Senior Director of Development and Community Relations

YouthBuild Lake County (YBLC) in North Chicago is dedicated to providing underserved young adults with the education, training, and life skills necessary to become gainfully employed and build a better future. If you are a collaborative, mission-driven fundraiser who is entrepreneurial and thrives in a fast-paced environment, you should consider applying for this opportunity.

Position Summary

YBLC seeks a strategic and relationship-driven fundraising professional to serve as Director of Development and Community Relations (DDCR). Working closely with the Executive Director, the DDCR will play a critical role in cultivating, soliciting, and stewarding donors to deepen engagement and secure sustainable financial support. This position will focus on building and strengthening relationships with individual, corporate, and foundation donors while guiding the Board and volunteers in their fundraising efforts, and helping build a shared culture of philanthropy across the organization. The DDCR will oversee key aspects of the ongoing Transforming Futures Capital Campaign, gift cultivation, major gifts strategy, donor communications, and fundraising team operations to ensure a seamless and donor-centric experience. As a visible ambassador of YBLC the DDCR will actively engage with the community, donors, and philanthropic partners to inspire investment in our mission.

Key Responsibilities

Transforming Futures Capital Campaign (40%)

Working in collaboration with outside campaign counsel, the DCCR will oversee all aspects of the \$10M campaign to ensure donor engagement and fundraising success:

- Partner with the Executive Director and members of the Board and Campaign volunteers to prepare for and participate in donor cultivation and solicitation meetings with individuals, corporations, and foundations.
- Identify, cultivate, and engage current and prospective donors, building strong, long-term relationships that lead to campaign support.

- Ensure timely and personalized donor acknowledgments, accurate recordkeeping, and proper stewardship of campaign gifts.
- Work closely with campaign volunteers and actively recruit, train, and support committee members to enhance campaign outreach.
- Develop and distribute campaign communications, including a regular internal newsletter to keep stakeholders informed and engaged.
- Create meaningful opportunities for donor engagement, such as campaign events, site visits, and recognition activities, to strengthen donor connections.
- Ensure that all marketing materials are consistent in their messaging, branding, and other related information.
- Lead the development and follow-up of funding proposals, ensuring alignment with donor interests and campaign goals.
- Oversee and directly populate donor data management, including tracking donor relationships, pledge commitments, matching gifts, and campaign performance metrics for leadership reporting.
- Maintain an up-to-date campaign dashboard, providing clear insights on progress, donor engagement, and next steps.

Annual Fund & Major Gifts (30%)

Beyond the capital campaign, the DDCR will implement year-round fundraising efforts with the development team to expand and sustain donor support for the annual fund:

- Serve as the lead Major Gifts Officer, developing individualized cultivation and stewardship plans for key donors to increase unrestricted contributions.
- Oversee the donor moves management process, guiding donors through deepened engagement and increased giving.
- Establish and enforce best practices for donor stewardship, including gift acceptance policies, timely acknowledgments, and impact reporting.

- Collaboratively work with all areas of YBLC in the cultivation of donors with an eye to intersectionality.
- Develop and execute a comprehensive fundraising calendar with the Donor Engagement Senior Coordinator, including appeals, donor communications, and engagement strategies to maintain a consistent and effective annual giving program.
- Guide and support the Board's fundraising efforts, assisting in donor outreach, solicitation strategies, and the identification of new fundraising leadership.
- Lead coordinated appreciation efforts, ensuring donors receive personalized acknowledgments from staff, volunteers, Board members, and program participants.

Development and Communications Team Management (30%)

- Supervise and mentor development and communication team members, providing clear direction, performance evaluations, and opportunities for professional growth.
- With the Senior Communications Manager, implement an integrated marketing and communications plan that aligns with YBLC's strategic objectives and promotes the capital campaign, donor initiative, and events.
- Work closely with the Director of Grants and Compliance on grant submissions and new grant prospects.
- Oversee YBLC's donor management system (Salesforce) and online giving platform to enhance donor engagement and streamline donation processing.
- Work with the team members on the annual gala to identify and cultivate potential sponsors, then conduct appropriate engagement with gala attendees as donors.

Other Responsibilities and Expectations

- Confidentiality and Professionalism: Maintain high standards for confidentiality and respect in all interactions.
- Administrative Support: Comfortable being part of a smaller team and engaging in general administrative tasks as needed to support organizational activities.
- Professional Representation: Represent YBLC professionally in all interactions and settings.
- Work closely with the Senior Director of Finance on all revenue tracking.

Qualifications

- **Education:** Bachelor's degree preferred.
- **Experience:** Minimum of 7-10 years of progressive experience in nonprofit fundraising, with a proven track record of securing major gifts.
- **Skills:**
 - Experience with capital campaigns, donor cultivation, and stewardship.
 - Marketing and communications skills, with experience managing outreach and engagement initiatives.
 - Proficiency in Salesforce or other CRM systems and online giving platforms such as Greater Giving.
 - Supervisory experience with staff and vendor/contractor management.
 - Excellent interpersonal, organizational, and communication skills, with a commitment to YBLC's mission.
 - Flexible, adaptable, detail oriented and the ability to multi-task.

Salary and benefits

- The salary is \$95,000-\$105,000 based on experience.
- Excellent benefits are provided.
- The position is full-time, on-site in North Chicago with off-site donor or community meetings.

Interested candidates should send a cover letter, resume and three references to Tina Erickson of Erickson Coaching & Consulting, LLC at:
tericksoncoaching@gmail.com