



POSITION DESCRIPTION TITLE	Director of Development
FUNCTION	Development
LOCATION	Chicago, IL
REPORTS TO	CEO
STATUS	1.0 FTE, Exempt
DATE	May 28, 2020

We are Hiring!

Do you want to make an impact on the lives of kids, schools, families, and communities? Do you dream of being in a job that enables you to truly collaborate with others to implement change and make a difference? Action for Healthy Kids® (AFHK) is looking for an individual to join our team as the Director of Development, based in Chicago, IL.

You

In this new position working directly with the CEO, the Director of Development plays a key role in the success of AFHK by driving the organization's day-to-day fund development efforts. The Director of Development will oversee and lead the development team's day-to-day fund development activities, focusing on building AFHK's existing institutional business to support the health of the whole child. We're looking for a strong manager and people person, who can lead our small-but-mighty team to achieve our ambitious goals to grow our organization.

Us

Action for Healthy Kids is a national non-profit organization, raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes school professionals, families and communities to take actions that lead to healthier children. We partner with dedicated volunteers—teachers, students, moms, dads, school wellness experts and more—from within the ranks of our 140,000+ constituency to create healthy environments for kids. We are committed to impacting holistic changes with a focus on serving students from underserved communities. Our new, exciting strategic plan will guide our work over the next ten years as our small but mighty team tackles some of the most important issues facing our kids.

Action for Healthy Kids is an equal opportunity employer. We celebrate diversity across multiple and intersectional dimensions, including but not limited to race, ethnicity, socioeconomic background, sexual orientation, religious beliefs, gender identity, disability status, and age and are committed to creating an inclusive and welcoming environment for all employees.

How Will You Spend Your Day?

- Work with CEO and leadership team to develop and execute a development plan to support all current strategic initiatives and programming.

- Work cross-functionally to ideate for, create, and submit high-quality, innovative concepts and proposals to grow support for AFHK's current programming.
- Provide accurate monthly, quarterly and annual revenue forecasts.
- Serve as the relationship manager for a portfolio of institutional and individual donor relationships.
- Provide coaching and professional development for Development staff.
- Supervise AFHK's Development Manager and Grant Writer.
- Oversee process and timelines for all funder reporting.
- Oversee processes and systems for development database and tracking systems in Salesforce.
- Produce department reports in collaboration with staff; oversee department KPIs and metrics reporting.
- Manage development department budget.
- Lead weekly development team meetings.
- Attend and represent AFHK at events.
- Travel 5-10%, occasional evening and weekend work required.

Our Ideal Candidate

- Education: Bachelor's degree in related discipline (advanced degree a plus).
- Minimum 7+ years of relevant nonprofit, CSR or social impact experience required.
- Strong experience in resource development and fundraising in a non-profit organization.
- Collaborative team player with supervisory experience managing a team of people.
- Superior presentation and people skills.
- Ability to communicate and work effectively with a diverse community.
- Bilingual (English/Spanish) language/writing skills.
- Exemplary development writing expertise, such as: grant proposals, concept presentations and pitches for both corporate and foundation audiences.
- Advanced proficiency in using technology for fund development, including fluency in videoconferencing, CRM, and Microsoft Office Suite.
- Corporate and foundation stewardship with a proven track record of success in securing six- and seven-figure gifts.
- Demonstrated experience in conceptualizing corporate partnerships and cause-marketing campaigns.

This position is based in our Chicago, IL headquarters.

AFHK's Core Values:

In everything we do and in supporting our employees, we strive to meet the following core values.

1. **Hungry for Change:** We are driven to create sustainable change that dramatically improves the lives of kids for generations to come.
2. **Think Big:** We harness our creativity and innovative thinking to advance our organization's growth and tackle critical issues facing society today, knowing we must try new solutions, even if some fail along the way.
3. **Flexible:** We are open and adaptable to change, meet people where they are, and flexible in our thoughts and processes to get the job done and drive results.

4. **Caring:** We care – about the quality of our work, the people with whom we work, and the people who benefit from our work.
5. **Collaborative:** We believe relationships are foundational to our success and the key to creating a better society, both internally, as we work together to drive our mission, and externally, as we seek to maximize the impact of partners.
6. **Work Hard, Play Hard:** We're passionate about our work, but at the end of the day, we know it's time to pursue our own health and happiness.

Benefits

- Competitive salary and benefits package
 - Medical, Dental, Vision coverage provided
- Paid vacation and sick time
- Paid holidays, including PTO during last week of calendar year through New Years Day.
- 403B Retirement Plan matching
- Flexible Spending Accounts
- Flexible Work Schedule and Flexible Work From Home as needed

Are you passionate to activate a movement for healthier kids. Please submit a resume and cover letter to kmayberry@lucasjamestalent.com with “**Director of Development**” in the subject line.