



POSITION DESCRIPTION TITLE	Director of Institutional Giving
FUNCTION	Development
LOCATION	Chicago, IL or Remote
REPORTS TO	Acting Chief Marketing Officer (CMO)
STATUS	1.0 FTE, Exempt
DATE	April 2021

We are hiring!

Do you want to make a big 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? If so, this is your chance to make that dream come alive! Read on because Action for Healthy Kids® (AFHK) is looking for some awesome talent to join our team as a national **Director of Institutional Giving**.

YOU: What is the opportunity?

In this new position reporting to the Acting Chief Marketing Officer and working directly with the CEO, the Director of Institutional Giving plays a key role in the success of AFHK by driving the organization's philanthropic and other resource development partnerships, and joining forces across all sectors with corporate, foundation, and government to support the health of the whole child. You get to use your talent and relationship-building skills to cultivate and steward national prospects and deliver significant gifts from institutional supporters. You'll join a dedicated team of professionals to drive our philanthropic and other resource development partnerships to help us deliver on our mission of strengthening family and school partnerships to build a healthier generation of children.

US: Who are we?

Action for Healthy Kids is a national nonprofit 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 supporters — 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 generating 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. Please visit us at www.ActionforHealthyKids.org.

What You'll Do: Key Responsibilities

- Develop and execute plans to raise funds for new strategic initiatives and programming.
- Qualify, cultivate, solicit, and close significant gifts from major corporate, foundation, and government prospects.
- Work cross-functionally to ideate for, create, and submit concepts and proposals to grow support for AFHK's existing and new programming.
- Work with CFO to forecast new funding streams.
- Conduct research to qualify and steward a pipeline of corporate and foundation supporters.
- Supervise Development Manager of Institutional Giving.
- Lead virtual and in-person pitches and presentations for prospective institutional supporters.
- Produce grant proposals, concept papers, and presentations for new business for all audiences with support from marketing/communications and graphic designers.
- Provide accurate monthly, quarterly and annual revenue forecasts.
- Serve as support staff for AFHK Board Resource Development Committee.
- Serve as a strategic philanthropy advisor to executive and cross-functional teams
- Attend fundraising events as necessary.
- Travel 10-20%+ (once safe to do so post-COVID); occasional evening and weekend work required.
- Other duties as assigned.

Our Ideal Candidate

- A fearless go-getter who loves a good challenge
- Education: Bachelor's degree in related discipline (advanced degree a plus)
- Minimum 5-7+ years of relevant nonprofit, partnership, CSR and/or social impact experience required
- Demonstrated experience in conceptualizing corporate partnerships and cause-marketing campaigns
- Collaborative team player who enjoys working with a team of people
- Superior presentation and people skills
- Ability to communicate and work effectively with a diverse community
- 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 (specifically Salesforce), and Microsoft Office Suite
- Corporate and foundation stewardship with a proven track record of success in securing six- and seven-figure gifts
- Bilingual (English/Spanish) language/writing skills desirable

What's in it for me?

- Competitive salary in the marketplace + bonus plan
 - The Director of Institutional Giving's annual fundraising goals will be established in collaboration with the Acting CMO. As an extra incentive, Action for Healthy Kids provides a customized bonus plan for each Development employee.
- Medical/dental/vision insurance
- Short- and long-term disability insurance
- Life and AD&D insurance
- Flexible spending account
- 403b (match up to 4%)
- Generous PTO, summer hours and paid paternity/maternity/adoption leave
- Professional development and career growth opportunities
- Work with a talented team of professionals
- Ability to work remotely
- Opportunity to travel to school sites, partner meetings and donor events when safe to do so. (All business travel is currently suspended due to COVID-19)
- Job Location: Chicago-area preferred, but will consider full-time remote in other metro markets

To apply, please submit a resume, a thoughtful cover letter describing your interest in AFHK and how your past experience has prepared you for this role, and at least one writing sample to careers@actionforhealthykids.org with **Director of Institutional Giving** in the subject line. Action for Healthy Kids is an equal opportunity employer.