



Role: Development Manager

Hours: Full-time 35-40 hours/week, flexible schedule, some weekend and evening activities required

Salary: \$40,000-\$50,000/year commensurate with experience

Location: Hybrid, work is remote but you must live within an hour of the southside of Chicago for events and meetings

Reports to: Operations Director

Filling the Gap NFP is a faith-based restorative organization dedicated to providing transformational and dignified housing to people in need in the South Suburbs of Chicago. Founded in 2018 by Michael Fitzgerald the organization successfully bought their first property in 2020 and has since served several individuals. Filling the Gap is looking for like-minded individuals who are eager to help the organization grow and thrive so it can provide more people housing they need to rebuild their lives. The Manager will be supported by the Executive Director, Operations Director, Board of Directors, and event committees to ensure the success of fundraising campaigns.

Responsibilities

- Create and implement successful fundraising strategies to grow operational and capital campaign revenue.
- Foster relationships with existing donors and sponsors and create a stewardship plan.
- Lead the planning of two bi-annual events: Trivia Night and Golf Outing.
- Manage event committee volunteers to help make each event successful.
- Formulate a development plan to acquire new individual and corporate donors.
- Research and apply for grant opportunities applicable to Filling the Gap's mission.
- Create and implement a communications plan for emails and social media to delight and inspire Filling the Gap's stakeholders to donate and volunteer.
- Maintain the website (squarespace) and make updates as needed.

Qualifications

- Three years of professional fundraising experience with any of the following: events, individual giving, major gifts, corporate sponsors, foundations, and/or grants.
- Comfortable taking initiative and building strategies for growth from a grassroots perspective.

- Motivated, outgoing, organized, and strategic thinker ready to execute their plans to create growth and sustainability for the organization.
- Problem solver.
- Strong written and oral communication.
- Strong understanding of CRMs and technology required for fundraising.
- Ability to work independently and set attainable goals.

Key Performance Indicators

- In 2024, there would be a 10% growth in fundraising revenue compared to 2023.
- Maintain at least a 50% donor retention rate year over year.
- Engage and secure at least two new corporate/small business partnerships in 2024.
- Increase monthly giving by 25% within one year.
- Foster relationships with volunteers to help increase the success of your development plans.

Interested?

Please send an introductory email to info@fillingthegap-nfp.com and let us know why you're interested and provide your resume. Two professional references will be required if you make it to the final round of interviews. Someone from our team will get back to you.

Filling the Gap NFP is a faith-based 501 (c)(3) nonprofit organization, and it is important for staff to share the same basic values and expectations held by Filling the Gap NFP. We require that all staff are believers in Jesus Christ. Read our Statement of Faith.